

JOB DESCRIPTION

JOB TITLE: Deputy Chief Pharmacist (London Directorates)

BAND: Band 8C

REPORTING TO: Chief Pharmacist, ELFT

ACCOUNTABLE TO: Chief Pharmacist, ELFT

Job Summary:

- To Deputise for the Chief Pharmacist in their absence.
- To be a medicines and pharmacy clinical leader in ELFT and in the wider system.
- To be responsible for the quality improvement agenda in the London pharmacy teams.
- To manage allocated directorate lead pharmacist(s) in pharmacy department, and other new and emerging roles that are identified.
- To oversee and support the education and training lead pharmacist and E&T agenda, including pharmacy recruitment and retention strategy. To lead on identified workforce programs eg independent prescribing
- To be responsible and lead on medicines projects and quality improvement program for allocated areas
- To lead on medicines governance and safety including ensuring ELFT medicines policies, guidelines, protocols and other documents ensuring these are up to date and in line with best practice and national guidelines. To work in collaboration with trust MSO.
- To develop and implement the medicines optimisation strategy and the delivery of a comprehensive medicines optimisation service to the allocated directorate(s) of East London Foundation NHS Trust (ELFT) patients and the multidisciplinary treatment team responsible for their care including mental health, community health and primary care services.
- To build relationships and work in partnership with ELFT ICS partners, to attend relevant partner medicines optimisation meetings
- To ensure pharmacy meet commissioning requirements and performance indicators and to be jointly involved in creating outcome focused indicators.
- To manage and report on trust pharmacy trust Key Performance Indicators and patient outcome measures
- To be a digital medicines leader and work closely with the digital systems pharmacy team to develop and build on digital medicines and pharmacy program.
- To act as medicines committee secretary, organising the agenda, papers and minute takers
- To ensure parity of mental health pharmacy service across all directorates (Hackney, Newham, Tower Hamlets,)
- To be responsible for the allocated pharmacy area (s) drug budget. To oversee and support the ELFT drugs savings plan.
- To manage the allocated pharmacy directorate(s) departmental pay and non-pay budget.
- To work to the Trust priorities and values.

Key Responsibilities:

Clinical Practice

- To lead the pharmacy quality improvement agenda for the trust. This will include working closely with Lead Pharmacists within the Trust and the Chief Pharmacist and chairing the monthly departmental clinical governance meeting (SPM) at Trust Headquarters.
- To be responsible for ensuring provision of clinical pharmacy input in the allocated directorate(s) is in line with the ELFT Clinical Pharmacy Standards. This includes overseeing prescription review (including medicines reconciliation and ensuring compliance with legal aspects (Medicines Act, Mental Health Act, Misuse of Drugs Act), monitoring of treatment, supply of medication, input at ward rounds and MDT meetings, patient and carer counselling and education, medicines information, self-administration and discharge planning. The post holder will also ensure that both in and out patient prescribing is in line with the Trust formulary and that practice is compliant with other ELFT clinical pharmacy policies, procedures and guidelines.
- To audit the clinical pharmacy team's performance against the ELFT medicines optimisation standards on a regular basis and ensure a high level of compliance against these standards.
- To performance manage the clinical pharmacy team through CQUIN targets and KPIs (including Medicines Reconciliation) ensuring that these targets are achieved.
- To work across traditional boundaries as part of a fully integrated multidisciplinary team.
- To manage and make appropriate referrals to other members of the multidisciplinary team and within the pharmacy department.
- To provide advice to clinicians on unlicensed medicines use and areas of practice where the evidence base is lacking.
- To reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related incidents.
- To support ELFTs medicines safety agenda.
- To attend the Trust Medicines Committee meetings on behalf of allocated directorate(s) pharmacy team(s) and deputise for the Chief Pharmacist in their absence.
- To act as medicines committee secretary, managing agenda and papers and the minute takers rota.
- To be able to critically appraise the literature and give accurate interpretation in order to improve use of medicines.
- To demonstrate expert clinical knowledge in the speciality of physical and mental health pharmacy and motivate and inspire others.
- To act as a clinical role model and demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines.
- To demonstrate innovation and extend the boundaries of the profession.
- To be familiar with the use of breakaway techniques.
- To oversee the undertaking of local CD audits and the monitoring of RD usage in the allocated directorate(s). To ensure that compliance is achieved, any discrepancies are dealt with appropriately and occurrence reports are fed back via the accountable office to the CD LIN.
- To play an active role in the Trust's Quality Improvement agenda, with a special focus on Medicines Safety.

Communication:

- To identify and respond to the specialist pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Information will be required to be presented on an individual case basis and as part of structured medication education groups.

- To identify and respond to the needs and requests of senior staff within local DMT and clinical governance committees, Trust level groups and committees as well as key stakeholders from CCGs, CSUs and other primary care related groups.
- To identify and respond to the needs and requests of board level directors and managers in the Chief Pharmacist's absence.
- To ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- To be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Barriers to effective communication may include learning disability, mental impairment, non-consenting/noncompliant patients, and patients detained under the mental health act who may be violent/ aggressive.
- To be responsible for communicating relevant ELFT Trust decisions and policy relating to medicines to local acute trust pharmacy staff.
- To be responsible for communicating relevant ELFT Trust decisions and policy relating to medicines to local clinical areas.
- To be responsible for communicating relevant medicine and pharmacy-related issues to management and clinical teams.
- To provide specialist mental health pharmaceutical knowledge support to local acute trust medicines information services.

Training:

- To work with the education and training lead to support a strategy for pharmacist and technician development.
- To provide education and training to acute trust pharmacy services on mental health related issues.
- To be responsible for providing education and training to pre-registration pharmacists as part of ELFT pre-registration pharmacist training programme.
- To participate in ward based mental health pharmacy training of undergraduate students.
- To participate in and provide education and training to the wider MDT.
- To provide education and training to acute trust pharmacy services on mental health related issues.
- To be responsible for own continuing professional development CPD (and portfolio), in order to continue to update clinical knowledge and skills.

Policy and/or Service Development:

- To manage medicines management policies, guidelines, protocols and other documents for ELFT, ensuring these are up to date and in line with best practice and national guidelines.
- To manage local implementation of ELFT Medicines Management Policies in allocated directorate(s).
- To be responsible for ensuring appropriate policies and procedures are in place to support the delivery of an appropriate medicines supply service.
- To be a member of the relevant local Directorate management team (MDT) for allocated directorate(s) and provide information and advice on medicines management aspects of clinical governance in line with the Trust wide medicines management agenda.
- To be a member of/attend relevant CSU/CCG/Prescribing delivery boards as appropriate.
- To assist the Chief Pharmacist with the modernisation agenda for pharmacy services in partnership with acute trusts.
- To assist the Chief Pharmacist in identifying local service developments and service improvements
- To identify, implement and undertake project work within the allocated directorate(s) in order to improve and maintain standards of medicines use.

- To be responsible for ensuring medicines are handled safe and securely within designated clinical areas and report to the ELFT Chief Pharmacist for this purpose.
- To proactively develop the clinical pharmacy service in line with local and national objectives, including scoping of new areas of practice and prescribing.

Management of Resources:

- To be responsible for the day-to-day operational management of the pharmacy service to the relevant ELFT directorate(s) which includes managing, planning and organising workload allocation.
- To manage pharmacy leads responsible for Community Transformation and LD service in London.
- To manage pharmacy staff involved in providing a service to the allocated ELFT directorate(s). This includes appraisal and supervision, performance management against Trust targets and recruitment.
- To be responsible for managing medicines storage (prescription only medicines and medicines specified in the Misuse of Drugs Act) and supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.
- To oversee and advise on the allocated directorate(s) drug budget. This will include providing financial data and interpretation to the Chief Pharmacist and Director of Service on drug use and expenditure.
- To manage the allocated pharmacy directorate(s) departmental pay and non-pay budget.
- To assist the Chief Pharmacist in identification of cost pressures and compliance with Trust Medicines Committee policy and procedures at local directorate level.

Research and Development:

- To lead the pharmacy quality improvement agenda for the trust.
- To participate in the ELFT Trust wide Medicines Audit programme. This includes assisting with identification of audit topics, and supporting collection and analysis of data and completing the audit cycle.
- To co-ordinate POMH UK audits at a local level and to ensure results are fed back to appropriate stake holders.
- To identify and undertake medicines audit at the local directorate(s) in accordance with clinical governance requirements directorates and re-audit where appropriate.
- Promote and facilitate pharmacy practice related research within mental health pharmacy services.
- To integrate research into practice and to implement changes required as a result of the audit cycle.

Rider Clause

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

These sections should be included in all job descriptions

Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related

policies, your attention is drawn to the following individual employee responsibilities:-

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| Health and Safety | Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. |
| Equal Opportunities | <p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p> |
| Dealing With Harassment/
Bullying In The Workplace | <p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p> |
| No Smoking | To refrain from smoking in any of the organisations premises not designated as a smoking area. |
| Alcohol | To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted. |
| Confidentiality | <p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p> |
| Data Protection Act | To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act. |
| Data Protection – Your Data | As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources |

Department.

To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.

Safeguarding

All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.

Service User and Carer Involvement

ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

Personal Development

Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.

Clinical Governance

As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-

- taking part in activities for improving quality
- identifying and managing risks
- maintaining your continuous professional development

Professional Standards

To maintain standards as set by professional regulatory bodies as appropriate.

Conflict of Interests

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

Risk Management

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

Personal and Professional Development/Investors in People The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have **People** access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:

Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

**Reviewed by Andrea Okoloekwe
Interim Chief Pharmacist
April 2021**

