

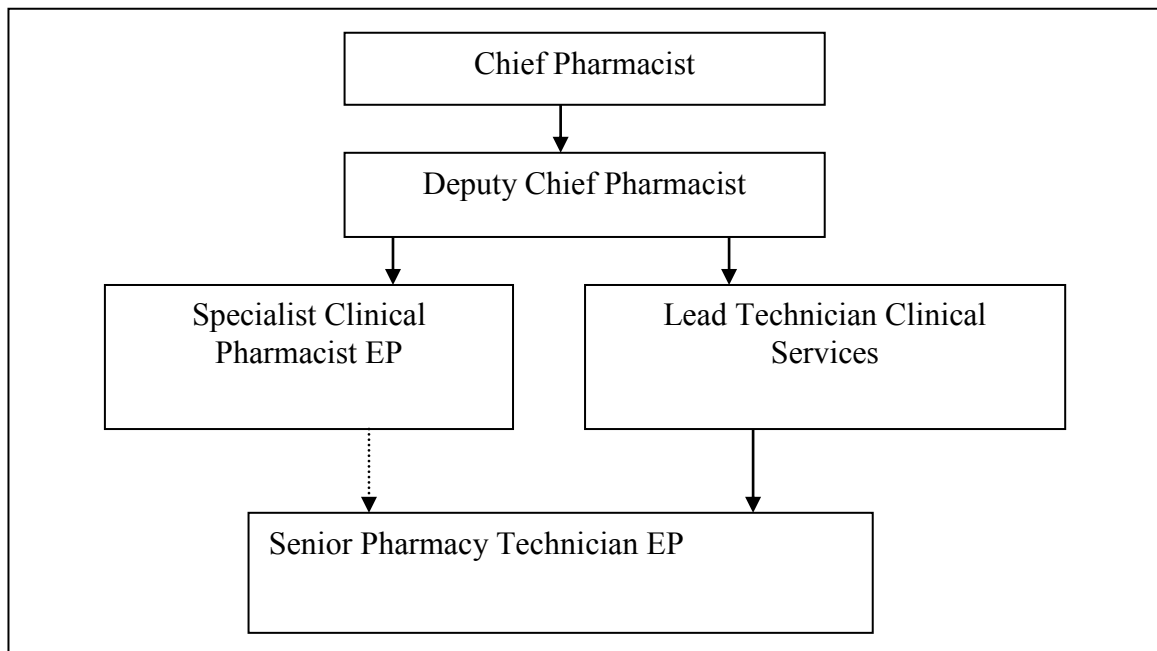
JOB SPECIFICATION

JOB TITLE: Specialist Clinical Pharmacist Electronic Prescribing

AFC BAND: 8A

ORGANISATION CHART:

Please draw an organisational chart showing the position of the job within the department/service, indicating any services/functions directly managed.



JOB PURPOSE:

In conjunction with the Senior Pharmacy Technician , Electronic Prescribing (EP), the Senior Clinical Pharmacist (EP) will lead the development, implementation and evaluation of the EP module of the Hospital Implementation System (HIS) across the Trust. The successful candidate will work closely with the project manager for EP and the Project Board for EP.

JOB DETAILS

Job Title: Specialist Clinical Pharmacist EP

Hours of Work: 28 hours per week

Department/Ward: Pharmacy

Division: Clinical Support

Base: Wigan

REPORTING ARRANGEMENTS

Managerially Accountable to: Deputy Chief Pharmacist

Professionally Accountable to: Chief Pharmacist

Liaises with the Project Manager EP

Responsible for Senior Pharmacy Technician EP.

DUTIES AND RESPONSIBILITIES

1. To lead from a Pharmacy perspective , the development, implementation and evaluation of the EP project. This will be achieved by:-
 - a) Leading the work necessary for the development of the EP system.
 - b) Standardising Trust wide protocols and relevant information on line. To review / update any standard operating procedures that are required to implement EP.
 - c) To Lead in the investigation of problems related to the implementation of EP and to report findings / recommendations for changes to the Project Manager and Project Board
 - d) To Lead in the production of documents and briefings for Senior

Pharmacy Managers, EP Project Manager, HIS and EP Project Boards and any other interested parties.

e) Assisting in the production of regular information bulletins to publicise EP across the Trust.

f) Implementing and audit of Trust wide policies and procedures relating to EP

g) Delivery of EP information training packages to the professional groups including Pharmacy staff, Nurses, Doctors and other professional's staff involved in the operation of EP.

h) To manage the Senior Pharmacy Technician EP in ensuring the day to day organisation of project is documented and issues needing resolution are escalated when necessary

2. To implement relevant departmental procedures which relate to EP. To suggest improvements to existing departmental procedures and develop procedures as necessary through line management.

3. To be responsible for ensuring the highest possible professional and ethical standards are met within area of responsibility

4. To train, develop and supervise clinical technicians at ward level in liaison with Lead Technicians for Clinical Services

5. To ensure the ongoing competency of pharmacists working within area of responsibility through the agreed Competency Frameworks and the IPR system.

6. To be responsible for provision of Clinical Pharmacy Services to an agreed range of patients at ward level as directed within Clinical teams in accordance with relevant procedures and local / national Medicines Management standards / objectives.

a) To analyse Medicine charts taking into account the clinical presentation of the patient and the unique nature of paediatric pharmacokinetics.

b)To obtain and validate patient medication histories.

c) To prioritise patients according to their pharmaceutical need.

d) To use clinical tests and patient notes to advise Prescribers on required changes to patient medication.

e)To ensure relevant supplies of Medicines are ordered.

f)To provide a risk management service intervening as necessary to

prevent harm from occurring to patients.

g) To advise other healthcare professionals on the safe, effective, economic and efficient use of medicines in line with locally agreed formularies / guidelines especially where the medicines may be used in an unlicensed or off-label manner.

h) To participate in Clinical Ward Rounds where possible

7. To have a sessional commitment to Dispensaries
8. To provide effective clinical supervision of & teaching for less experienced pharmacists, pre-registration pharmacists, technicians, assistants and students within area of responsibility.
9. To communicate in a professional manner and using professional judgement relevant information about medicines, including their availability, use, administration, monitoring requirements, side effects, interactions and dosage to Pharmacy Staff, other Trust staff, external healthcare staff / departments and patients / carers. To advise on more suitable alternative medicines when appropriate.
10. To receive, interpret, clinically check, dispense, accuracy check and handout prescriptions in line with departmental standard operating procedures. To handle cytotoxic drugs as part of this process.
11. To deal with queries from patients or relatives / carers and refer to more senior pharmacists as needed.
12. To handle cash, prescription charges & issue relevant receipts.
13. To ensure the supply of medication to wards and departments fulfils the requirements of current legislation and Medicines Management Standards.
14. To sign orders for pharmaceutical products including controlled drugs in the absence of a more senior pharmacist.
15. To ensure wherever possible, the effective re-use of patients own drugs or if deemed necessary, the destruction of medicines, including returned Controlled Drugs from Patients and ward stock.
16. To ensure staff have an understanding of & implement relevant departmental procedures.
17. To ensure effective communication of all relevant information for staff working in area of responsibility.

18. To develop and implement improvements to departmental / clinical procedures making reference to professional / clinical leads group as necessary.
19. To provide financial reports and business reports as determined by Pharmacy Managers
20. To ensure stock is controlled effectively by means of maintaining relevant data in the Pharmacy Computer System. To assist in the ordering, issuing and receiving of medication.
21. To be an active member of the Pharmacists Clinical Meeting contributing to the development of high quality and consistent services throughout the Trust
22. To organise own work patterns to meet individual and departmental needs within framework provided by Line Manager and to prioritise care for high priority patients. To refer to more senior pharmacists within Clinical teams when appropriate.
23. To provide ward cover for other clinical teams or for more senior colleagues within the team as deemed appropriate.
24. To participate in clinical trials ensuring relevant details are maintained in trials documentation.
25. To assist in the initiation and maintenance of developments, project work, audit and surveys as directed by line manager. To encourage publication of such work.
26. To participate in the training and teaching of Medical, Nursing and other staff as appropriate.
27. To be a positive role model for the Pharmacy staff and develop positive relationships with other healthcare professionals within area of responsibility
28. To participate in Trust Mandatory training programme and Departmental Appraisal system.
29. To participate in Continuous Professional Development in line with GPC requirements.
30. Any other duties appropriate to the grade as requested by Line Manager.
31. .To participate in working on call, evenings, weekends and bank holidays as part of your rota pattern. This requirement will form part of your contract of employment with the Trust.

- Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust’s affairs or dealings which may come to their knowledge during employment.
- Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.
- Compliance with Trust Policies and Procedures including the Code of Conduct.
- Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared:

Prepared By:

Agreed By:

Employee’s Name and Signature:

Date:

Manager’s Name and Signature:

Date:
