

## JOB DESCRIPTION

### ***Specialist Clinical Pharmacist***

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<b>Post:</b>	<b>Electronic prescribing support Pharmacist</b>
<b>Band:</b>	<b>7 (+ emergency duty commitment)</b>
<b>Division:</b>	<b>Diagnostic and Therapeutics</b>
<b>Department:</b>	<b>Pharmacy</b>
<b>Responsible to:</b>	<b>Lead Pharmacist for Electronic Prescribing, Lead Pharmacist for Adult Critical Care Chief Paediatric Pharmacist Clinical Pharmacy Manager</b>
<b>Accountable to:</b>	<b>Director of Pharmacy</b>

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#### **Job purpose**

To ensure the provision of specialist pharmacy technical input to both trust-wide and critical care electronic prescribing and medicines administration systems (EPMA) across UHBristol NHS Foundation Trust; contributing towards both operational and strategic development. To use specialist pharmacy technical experience and knowledge to contribute to the design of new ways of working with electronic systems and processes to ensure maximum levels of safety and quality. To report any pharmacy technical risks and issues that could be generated by the transition from the current to the future state; working closely with the project implementation team and Lead Pharmacists for Electronic Prescribing and Pharmacist Leads for critical care areas.

#### **Duties and responsibilities**

##### *Non-critical care EPMA project*

1. To support the implementation and roll out of the electronic prescribing project to all areas of the BRI
2. To provide expert advice regarding pharmaceutical issues to both clinicians and managers to ensure compliance with Electronic prescribing legislation and patient safety.
3. To support the Lead Pharmacist for EPMA in the research, development and evaluation of the electronic prescribing project.
4. To support a wide range of healthcare staff during a period of rapid change
5. To represent the Pharmacy department interests and needs for the EPMA product, and deputise for the Lead Pharmacist for EPMA occasionally

6. Contribute to the clinical governance process by reducing medication errors through analysing administration patterns of high-risk drugs to identify any issues
7. Provide practical knowledge around the prescription and administration of a wide range of therapeutic treatments.
8. Describe the scenarios required to demonstrate a wide range of practical skills for training materials, which will enable the clinical teams to effectively and efficiently deliver clinical care using the EPMA solution.
9. Provide clinical input into the identification, presentation and management of risks arising from process changes, supported by the Lead Pharmacist for EPMA.
10. Provide input to system and supplier evaluation, configuration, testing and training on the EPMA system. Help to ensure that the EPMA system supports best clinical pharmacist practice in the validation of medicines.
11. Support the assessment and evaluation of new care pathways and systems and how they are implemented by pharmacy, prescribing and nursing staff and make recommendations on process and decisions to be escalated by the Lead Pharmacist for EPMA.
12. To work with suppliers, IM&T project teams, IM&T Training Team (as required) and Pharmacy IT team to plan and implement training programmes, feedback sessions and ward kick-off meetings.
13. Supporting the delivery of a structured and audited training programme for all users, and assisting with the development of super users across the Trust for future ongoing support.
14. To work on wards showing practical application of the EPMA system and providing demonstrations and a training resource for Pharmacy staff.

*Critical Care Clinical Information System (CIS) Management:*

1. To manage all medicines related aspects of the CIS by providing support to 4 intensive care units with support from lead pharmacists in each area
2. To liaise with critical care pharmacists, consultants, lead nurses and the clinical information system team regarding individual unit requirements, desired changes and direction for development
3. Maintain the electronic formulary including the addition of new medicines, devising standardised prescriptions and working on groups of prescriptions to promote best practice across a range of therapeutic areas
4. Review any medication incidents relating to electronic prescribing and assess the impact of system related factors making amendments where appropriate
5. Attend the fortnightly CIS change board to provide advice on the feasibility of any requested changes to prescribing content and functionality
6. Provide CIS training to clinical pharmacists and technicians
7. Formalise quality assurance systems for validating formulary additions and changes
8. To audit cross-unit prescribing practice and quantify the effects of system refinements
9. Gain clinical experience in each critical care area to understand the differences in clinical practice and how this relates to the CIS
10. Test system upgrades and proposed configuration changes to ensure that potential errors around the transition period are rectified before implementation or appropriately managed
11. To develop CIS systems to communicate medicines reconciliation effectively at admission and discharge from critical care areas focussing on the interface between CIS and paper prescribing or ward based electronic prescribing systems

### *Clinical Practice*

1. To provide a daily clinical pharmacy service to designated area(s) in order to provide pharmaceutical care to patients and ensure the safe, appropriate & cost-effective use of medicines at all stages of the drug use process, monitor patients for adverse drug events and minimise medication-associated risk.
2. To develop own clinical expertise and specialisation
3. To provide additional clinical cover as required by the clinical pharmacy manager
4. To maintain current awareness and undertake continuing professional development to ensure the maintenance of clinical and professional competency, particularly in the areas of anticoagulant therapy and supplementary prescribing
5. Advise patients and carers on the desirable & undesirable effects and clinical requirement of their medication, to ensure concordance with prescribed medicines
6. Participate in pharmacy quality improvement initiatives and, as necessary, in Trust Productive Ward/Theatre or other transformation programmes
7. Participate in, and take an active role in, Trust and South West patient safety initiatives and national safety campaigns
8. To provide medication-related education, induction, general training and supervision of pharmacy staff and undergraduate students, particularly in the areas of medicines information, anti-infective prescribing, anticoagulant dosing and discharge services
9. To assist the Trust and pharmacy department in achieving any internal and external requirements of the Care Quality Commission, NHS Litigation authority, SW Strategic Health authority and Bristol CCG or NHS England Area Team
10. To assist the Trust and pharmacy department in achieving any internal and external financial, quality improvement and cost-effectiveness target requirements (eg Cash Releasing and Efficiency Savings & the Commission for quality and innovation framework [CQUINS]) and in any other such measure required by the Director of Pharmacy or Pharmacy Manager: Clinical Services.
11. Promote own and pharmacy practices, research, quality improvement and patient safety work, audits and other developments, through means such as presentations, posters and publications

### *General Pharmacy role*

1. To be accountable for own professional actions, guided by local, national and professional protocols and legal framework
2. Participates in service developments, following sufficient training, as required by the department
3. Involvement in the education of junior medical staff, nurses and other health care professionals as required.
4. Participation in Saturday, Sunday, bank holiday and late working pharmacy rotas
5. To provide an emergency call out service on a rotational basis.
6. To attend courses as may be desirable in the best interests of the service and personal development.
7. Providing professional input to the work of pharmacy technicians to ensure that procedures and processes are carried out in accordance with departmental policy.
8. To accurately dispense, check and clinically screen prescriptions as appropriate
9. To be able to utilise all Pharmacy and Trust Information Technology and Electronic

Patient Record systems as are necessary to complete daily tasks.

10. Follow safe lifting and handling techniques. Be aware of health and safety issues pertaining to the pharmacy area and ensure the appropriate use of department equipment.
11. To ensure adequate medicine stock control procedures are enacted within the pharmacy dispensary and to facilitate this in the ward environment
12. To receive outpatient prescriptions and collect prescription tax if required.
13. The post holder is required to comply with all Trust and departmental policies and procedures

### **General Information:**

#### **The Trust's Values**

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

#### *Respecting Everyone*

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

#### *Embracing Change*

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

#### *Recognising Success*

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

#### *Working Together*

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

## Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,  
Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

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## Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
  - Does not cause offence
  - To challenge the inappropriate behaviours of others
  - Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy
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## Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

*Senior Management* is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

*Line Managers* are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the

appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

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### **Safeguarding Children and Vulnerable Adults**

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

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### **Quality and Clinical Governance**

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

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### **Information Governance**

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
  - Disclose information appropriately, in line with the Data Protection Act 1998.
  - To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
  - Always trace patient notes on the Patient Administration System
  - Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.
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**Job Description reviewed by:**

**Managers name:**

**Date: 15<sup>th</sup> July 2016**

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

**PERSON SPECIFICATION**

**Specialist Clinical Pharmacist**

<b>Education and Qualifications</b>		<b>Essential</b>	<b>Desirable</b>	<b>To be evidenced by*</b>
<b>Q1</b>	Masters degree (or equivalent) in pharmacy	✓		A
<b>Q2</b>	Registration with the General Pharmaceutical Council	✓		A
<b>Q3</b>	Membership of the Royal Pharmaceutical Society of Great Britain	✓		A
<b>Q4</b>	Postgraduate certificate (or equivalent) in Clinical Pharmacy	✓		A
<b>Q5</b>	Postgraduate Diploma or Masters degree in Clinical Pharmacy		✓	A
<b>Q6</b>	Evidence of continuing professional development	✓		A, I
<b>Knowledge and Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>To be evidenced by*</b>
<b>E1</b>	Evidence of UK hospital pharmacy experience	✓		A, I
<b>E2</b>	Achievement of NHS KSF competencies at Band 6 second gateway	✓		A, I
<b>E3</b>	Experience working with EPMA systems		✓	A, I
<b>E4</b>	Experience in critical care pharmacy		✓	A, I
<b>E5</b>	Experience of project leadership		✓	A, I
<b>E6</b>	Project working and task management		✓	A, I
<b>E7</b>	Previous experience of audit	✓		A, I
<b>E8</b>	One-to-one and small group teaching		✓	A
<b>Skills and Abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>To be evidenced by*</b>
<b>S1</b>	Excellent oral and written communication skills, particularly in the area of patient counselling	✓		A, I
<b>S2</b>	Good interpersonal skills	✓		A, I
<b>S3</b>	Problem identification and solving	✓		A, I
<b>S4</b>	Evidence of ability to complete work on time	✓		A
<b>S5</b>	Good time manager	✓		A, I
<b>S6</b>	Clinical and / or service audit	✓		A, I

<b>S7</b>	Ability to plan, prioritise and organise own and others' work to meet agreed deadlines.	✓		A
<b>S8</b>	Ability to use judgement to challenge inappropriate prescribing and influence prescribing decisions to enable optimal therapy	✓		A, I
<b>S9</b>	Knowledge of the legal framework for the dispensing, prescribing and administration of medicines	✓		I
<b>S10</b>	Knowledge of basic medicines information and critical appraisal techniques	✓		A, I
<b>S11</b>	Highly computer literate e.g. advanced word processing, use of spread sheets and presentations, report writing	✓		A
<b>S12</b>	Influencing skills	✓		A, I
<b>S13</b>	Ability to critically analyse prescriptions for clinical appropriateness, clinical risk, cost-effectiveness, adherence to local & national guidance and legality	✓		A, I (T)
<b>S14</b>	Knowledge of the common conditions encountered in area of practice and of safe & appropriate drug treatments	✓		A, I
<b>S15</b>	Knowledge of the legal framework in England for the dispensing, prescribing and administration of medicines	✓		A, I
<b>S16</b>	Understanding of medical and nursing practice, record keeping and terminology	✓		A, I
<b>S17</b>	Ability to work under pressure	✓		A
<b>Aptitudes</b>		<b>Essential</b>	<b>Desirable</b>	<b>To be evidenced by*</b>
<b>A1</b>	Able to work alone and as a member of a multidisciplinary team	✓		A
<b>A2</b>	Self-motivated	✓		A
<b>A3</b>	Flexible and adaptive approach, willing to adapt to change and learn new systems or processes	✓		A
<b>A4</b>	Innovative	✓		A
<b>A5</b>	Organised and methodical approach	✓		A
<b>A6</b>	Committed to providing a high quality pharmacy service	✓		A
<b>A7</b>	Lateral thinker		✓	A
<b>A8</b>	Completer-finisher		✓	A
<b>A9</b>	Attention to detail	✓		A

Behaviours and Values		Essential	Desirable	To be Evidenced by*
<b>B1</b>	Respecting Everyone	✓		
<b>B2</b>	Embracing Change	✓		
<b>B3</b>	Recognising Success	✓		
<b>B4</b>	Working Together	✓		

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**A = Application Form**  
**I = Interview**  
**P = Presentation**  
**T = Test**