**Post Title:**  Pharmacist

**Department:** Pharmacy

**Base:** Practice Plus Group Hospital Southampton

**Responsible to:**  Pharmacy Lead.

**Professionally Accountable to**: Pharmacy Lead/Chief Pharmacist

**Relationships:**

Clinical teams, Pharmacist colleagues and pharmacy support staff, patients, carers and other service users.

**Job Summary:**

To assist in the provision and development of a leading clinical pharmacy services for in-patients, out-patients and day-patients of Southampton NHS Treatment Centre

The post-holder will provide professional, accurate and high-quality advice and support to services across the Treatment Centre, to ensure legal, safe and effective medicines optimisation. You will lead and support the development of strategy to promote and support innovation in medicines optimisation within the business unit and will work with regional and service level managers to implement or facilitate appropriate medicines optimisation activities, including audit and implementation of subsequent action plans. To provide assurance to the Hospital Director and Lead for Nursing & Clinical Governance that medicines use and management is safe and effective and support the implementation and development of non-medical prescribing across the centre.

Line management of a Pharmacy Technicians may be part of this role.

**Duties and Responsibilities:**

1. Optimise drug therapy for individual patients by participation in Multi-disciplinary (MDT) meetings, drug history taking and Pharmaceutical Care Planning.
2. Provide specific in-depth review and analysis of case histories and treatments either as development tools or in response to Medical Consultant requests.
3. Ensure objective monitoring of clinical and side effects of medication as part of care planning.
4. Ensure that prescribing and administration of medication adheres to best evidence and practice and to Trust policy, and to promote multi-disciplinary training regarding medication.
5. Conduct individual patient interviews on drug therapy and medicines information, providing advice on side effects and giving motivational reassurance to improve patient compliance.
6. Provide co-ordinated medicine information to patients as part of the discharge-planning process.
7. Liaise with members of clinical team and external agencies as part of the CPA and discharge planning and to undertake needs assessment for individual patients e.g. compliance aid requirements
8. Document clinical pharmacy contacts, interventions and records such as drug histories and treatment plans.
9. Provide post-discharge care to patients, carers and relatives as part of the support network, and to act as point of contact for all clinical staff
* Provide drug information to hospital and community staff and take an active role in the training and development of ward nurses and other users of the service on the appropriate use of medicines.
* Participate in the dispensary cover rota, to include supervision of the provision of dispensary services for in-patients and out-patients.
1. Participation in training and induction of new staff.
2. To participate in the department’s clinical audit and R&D programme and to contribute to the work of the Drug and Therapeutics Committee, including maintaining a watching brief on publications to assess relevant developments and/or Drug Alerts.
3. Assist in the delivery of the departments Continuing Personal Development programme and pursue agreed personal development objectives through appropriate study
4. Any other duties appropriate to grade as agreed with the Pharmacy Lead.

**Scope of Role**

**Responsibility for governance**

* Ensure adherence to CQC medicine management requirements. Provide the evidence of compliance and update the evidence each quarter, or when relevant.
* Takes responsibility for the reporting and investigation of pharmacy and medication incidents Ensure all incidents are reported to the Head of Nursing in the agreed time frames.
* Ensure that comprehensive records are maintained in respect of all patients.
* Develop an audit plan for the pharmacy group and ensure regular audit are conducted. Develop a benchmark report and an action plans to address deviations.
* Ensure compliance to NPSA, MDA ,MHRA and CAS alerts.
* Implement an audit to monitor adherence to the antibiotic protocol
* Review the use of CDs within each department.
* Destruction and disposal of drugs.
* Attendance to CG meetings and present as appropriate
* Attendance to Clinical HoDs meeting
* Attendance and participating in the quarterly Medicine Management Meeting.

**Communication and working relationships**:

* Communicates with clinical members of Treatment Centre’s multidisciplinary teams on pharmaceutical issues. Information given may be complex, sensitive or contentious.
* Promote relationships with all professional bodies; represent the Treatment Centre when needed at meetings etc. internal meetings, Local Intelligence Network meetings in absence of the Accountable Officer.
* Supervises the pharmacy technicians in relation to the pharmacy department.
* May be required to undertake formal presentations to varied clinic groups on pharmaceutical issues.
* Provision of medicines information to clinical staff and patients.
* Professional Accountability to Secondary Care Pharmacy Manager.

**Responsibility for patients**:

* Responsible for the pharmaceutical care of all patients. This involves a daily visit to the ward and theatres to monitor prescription charts and to counsel individual patients/carers on the appropriate use of their prescribed medicines.
* Review each patient’s prescriptions (clinical checking) and institute the appropriate clinical intervention if required.
* Provides advice to clinicians on cost-effective prescribing.
* Dispenses medicines for in/day/out patients for Southampton Treatment Centre.
* Ensures that medication errors are reported and managed in line with agreed Treatment Centre’s reporting mechanisms.
* Undertakes risk management and ensures compliance with medicine legislation.

**Responsibility for Policy and Service Development**:

* Participate in managing the Pharmacy department to meet the requirements of quality patient care, ensuring that all pharmacy activities carried out comply with relevant legislation and Company policies and procedures: prescribing, administration and storage.
* Required to follow national and local policies involving the use of medicines.
* Develop and review all policies and procedures relating to pharmacy issues within Treatment Centre.
* Involved in the introduction of any policies involving medicines.

**Responsibility for Financial and Physical Resources**:

* Authorised signatory for drug purchases on behalf of Treatment Centre.
* Contributes to overall stock control and security within the pharmacy.
* Manage the quality cost-effectiveness of the pharmacy department and service delivery from supplier’s e.g stock or equipment and report monthly on issues of concern.
* Ensure that minimum and maximum stock levels are determined and adhered to.

**Responsibility for Staff**:

* Supervises the technicians.
* Staff training within Treatment Centre as appropriate.

**Responsibility for Research and Development:**

* Participates in surveys and audits as required by the Head of Pharmacy, or Clinical Governance/Effective Manager.

**Additional information**

In addition the successful candidate will be required to adhere to the following:

Education and development

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

Professional

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

Regulatory framework

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

Infection control

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

Conflict of interest

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

Confidentiality

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

Privacy, dignity and respect and quality of opportunity

The treatment centre is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Safeguarding Adults and Children
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Department Date

***This job description is indicative only and should be regarded as a guideline to the duties of the post. It may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the contract of employment.***

**PERSON SPECIFICATION FORM**

**Job Title:** Pharmacist

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical requirements
 | * Satisfactory Occupational Health clearance for the role specified.
* Good attendance record
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| 1. Education and qualifications
 | * Registered with GPhC
* Commitment to personal development
* Good spoken and written English
 | UKCPA member |
| 1. Previous experience
 | * Experience in a similar role.
* Experienced team worker
 | Experience in an hospital setting |
| 1. Skills, knowledge and abilities
 | * Good communication skills
* Good computer skills
* Ability to work flexibly within the needs of the service
* Evidence of ability to work collaboratively in a multidisciplinary team.
* Ability to plan and prioritise own workload when under pressure.
* Able to use initiative, and plan workload, ability to work flexibly.
* Attention to detail
* Knowledge of the legal requirements for supply and storage of medications and controlled drugs.
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| 1. Aptitude and personal characteristics
 | * Polite, friendly and approachable manner
* Tidy appearance
* Understands the need for and will adhere to Practice Plus Group policies
* Willing to learn new skills and gain new or additional competencies
* Motivation to provide a high standard of service
* Calm under pressure
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