

ue



University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

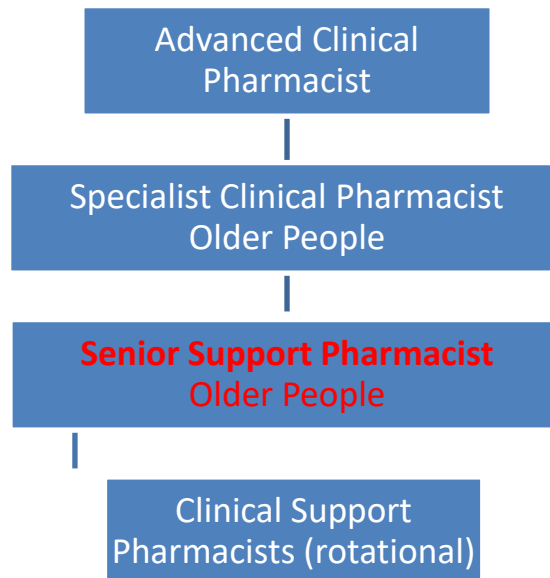
JOB DESCRIPTION

Job Title	Senior Support Pharmacist Older People
Pay Band	7
Department	Pharmacy
Division	1
Reports to	Specialist Clinical Pharmacist Older People
Professionally Responsible to	Associate Chief Pharmacist –Clinical Services

JOB SUMMARY

- To partake in specialised clinical pharmacy duties on the Older People's wards, ensuring core clinical pharmacy activities are undertaken
- To assist in providing a specialist pharmaceutical service to specialist tertiary services including the provision of education and training, procedures, protocols, and medicines usage information
- To ensure that through the provision of pharmacy services and advice to patients, carers and other healthcare professionals, there is safe and effective use of medicines
- To provide leadership and directorate/service support roles
- To support more junior pharmacists in the department
- To take full part in clinical/dispensary rota and bank holidays duties
- To take part in the Pharmacy out-of-hours service

TEAM/DEPARTMENT STRUCTURE CHART



KEY RESPONSIBILITIES

- 1.1. To provide clinical specialist input to this service
- 1.2. Act as a role model to clinical support pharmacists working in the specialty.
- 1.3. Provide a clinical pharmacy service for the specialty in accordance with the priorities set by the Associate Chief Pharmacist – Clinical Services.
- 1.4. To provide a ward-based clinical pharmacy service according to Trust agreed standards including:
 - Individual prescription review to optimise therapy
 - Confirmation of the patient's medication history and reconciliation with the patients drug chart
 - Advice on dosage, side-effects, cautions and monitoring required
 - Advise on administration of medicines
 - Appropriate and clear endorsing of prescriptions to ensure safe practice
 - Monitor the effect and appropriateness of medication
 - Education of patients on their medication
 - Involvement in discharge planning and provision of discharge medication
- 1.5. Review current working practices to ensure optimal services are provided.
- 1.6. Assist in coordinating solutions to supply problems with medicines used within the specialty.
- 1.7. Work across traditional boundaries of tertiary/secondary/primary care, such as coordinating with GP surgeries and community pharmacies to ensure seamless discharges.
- 1.8. Demonstrate awareness and commitment to the Trust's Clinical Governance Agenda and to implement agreed clinical governance initiatives
- 1.9. Demonstrate professional accountability to service users, stakeholders and the profession.
- 1.10. Demonstrate pharmaceutical knowledge of drugs used within the specialty and be familiar with complex regimens used in critically ill patients and those on a large number of potentially interacting drugs.
- 1.11. Ensure the quality of patients' pharmaceutical care.
- 1.12. Demonstrate clinical reasoning and judgement.
- 1.13. Liaise with other clinical pharmacists to ensure efficient handover of drug related care.
- 1.14. Participate in the therapeutic drug monitoring service by interpreting and authorising levels measured by the biochemistry lab, advising prescribers appropriately on any dose changes required to avoid drug toxicity or sub-therapeutic treatment.
- 1.15. Maintain knowledge of the latest developments in the specialty
- 1.16. Assist in the development and implementation policies and guidelines relating to pharmaceutical services in accordance with objectives set by the Specialist Pharmacist Older People in order to ensure safe, clinically effective and cost efficient use of drugs in these patients.
- 1.17. Identify and under the guidance of the Specialist Pharmacist Older People, manage risks in relation to medicines used within the specialty in accordance to policy/protocol
- 1.18. Ensure the clinical services provided are of a high standard and that all prescribed medication is clinically screened in a timely manner. Provide daily clinical pharmacy services to wards in the respective rotation.



- 1.19. When suitably qualified, to prescribe medicines for agreed patients within their capacity of an Independent Prescriber in line with current legislation, local policies and within their own level of experience and competence.
- 1.20. Support development of the clinical pharmacy service and lead other Pharmacists and Technicians to deliver a high standard of pharmaceutical care
- 1.21. Monitor and evaluate the clinical pharmacy service provided and provide feedback to team members
- 1.22. Ensure safe, clinically effective and cost efficient use of drugs in these patients.
- 1.23. Identify the potential impact of future developments on clinical services and adopt a proactive approach to forward planning.
- 1.24. Support the clinical governance agenda working with senior medical and nursing colleagues.
- 1.25. Take part in and assist others with clinical audit work on prescribing standards, activity and practice.
- 1.26. Provide highly specialist advice to and counsel patients and/or their relatives (who may sometimes be distressed and have language difficulties or other disabilities) on their prescribed medication to promote compliance.
- 1.27. Research, summarise and provide appropriate specialist medicines information and guidance to nursing staff and medical staff in relation to pharmaceutical matters.
- 1.28. Support and encourage the reporting of adverse drug reactions.
- 1.29. Monitor interventions and record on the intervention monitoring system. Provide feedback and advice to medical nursing and pharmacy staff on drug incidents and their avoidance.
- 1.30. Report drug administration errors and dispensing errors on incident forms. Help senior managers and nurses investigate errors and assist in further training of staff.
- 1.31. Ensure current prescribing in clinical speciality is reflected within the Trust formulary.
- 1.32. Ensure consistent compliance with the Trust antimicrobial policy.
- 1.33. Monitor and report discrepancies found in the computerised prescribing system (PICS), liaising with the Advanced Specialist Pharmacist- Electronic Prescribing.
- 1.34. Assist in the development of new evidence-based clinical protocols in conjunction with key stakeholders and in the maintenance of established protocols and policies.
- 1.35. Review and develop action plans from relevant NSFs and NICE guidance.
- 1.36. Assist in the development of Patient Group Directions within the speciality being covered.
- 1.37. Participate in ward-based clinical audits and the development and implementation of treatment protocols and guidelines for use of medicines within the clinical area
- 1.38. Support in the development of a whole systems approach within the specialty and development of integrated care pathways to provide information to patients on obtaining supplies of specialised medications after discharge from hospital.
- 1.39. To work on other hospital sites as the service dictates.

BUDGETARY AND RESOURCE MANAGEMENT

- 2.1 To provide evaluated, pharmaceutical and financial information on medicines and to produce reports to the Division. Reports will offer effective advice on maintaining medicines expenditure within budget, and highlight any off-formulary use of medicines by prescribers
- 2.2 Assist in the contracting process for high cost drugs.
- 2.3 Assist in the monitoring of drug expenditure in the clinical speciality and produce reports to develop Cost Improvement Plans to reduce medication expenditure each year.
- 2.4 Assist when funding approval is obtained for high cost drugs used.
- 2.5 Ensure disclaimer forms are completed for unlicensed drugs and unlicensed indications for drugs used in the clinical speciality. Assist in the procurement of supplies of new use drugs.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- 3.1 To be aware of, and to work within, Trust HR policies and procedures.
- 3.2 Direct and supervise the work of Dispensary staff when providing a clinical pharmacy service in the Dispensary.
- 3.3 Direct the work of Pharmacy Technicians within speciality, taking clinical responsibility for their work.
- 3.4 Participate in teaching sessions to nurses, junior medical staff and patients were required to ensure that pharmaceutical care problems are identified and communicated.
- 3.5 Produce a summary of key achievements and audits completed/pending on a quarterly basis.
- 3.6 Support and implement service redesign and development as part of the overall development of Pharmacy Services.
- 3.7 Manage rotational staff working within the speciality, planning the ward visit rota and allocating other duties.
- 3.8 Develop the Speciality Clinical Pharmacy Service and provide appropriate input into business plans to ensure the service responds to increased demands placed on it.
- 3.9 Work with the Advanced Clinical Pharmacist - Electronic Prescribing in the setting up and maintenance of the computerised prescribing system in so far as it relates to the Directorate.
- 3.10 Produce an annual summary of achievements to be part of the department's annual plan.
- 3.11 To provide management support as requested.
- 3.12 With the Specialist Pharmacist, plan long term objectives for the Speciality Pharmacy Service.
- 3.13 Attend and provide specialist clinical support plus, where nominated to do so, secretarial support to the Divisional Medicines Management Expert Panel (MMEP)
- 3.14 Attend relevant specialty meetings including governance meetings as appropriate – this will require effective communication of messages to and from such forums and ensuring necessary actions are enacted.
- 3.15 Develop, implement and audit prescribing guidelines and drug protocols for the specialty. This includes risk assessments for new drug therapies and related protocols and supporting clinicians in the preparation of new product evaluations for own clinical area for the Medicines Management Advisory Group and Medicines Management Expert Panels.



Professional and Self Development Responsibilities

- 4.1 Act as a role model for junior staff.
- 4.2 Undertake all relevant personal training to support these roles and to demonstrate and maintain CPD requirements as stipulated by the GPhC.
- 4.3 Adhere to the Code of Ethics and Standards as outlined in the Medicines Ethics & Practice: A Guide for Pharmacists.
- 4.4 Maintain registration as a pharmacist with the GPhC
- 4.5 Follow infection control policies as required by the Trust.
- 4.6 Provide professional/advisory support to other areas of the Pharmacy Department and hospital.
- 4.7 Keep up to date with new clinical and legislative changes in infections and Pharmacy as a whole.
- 4.8 Undertake all relevant personal training to support these roles and demonstrate and maintain a commitment to CPD and awareness of current issues in pharmacy practice.
- 4.9 Ensure that the training needs of Pharmacy staff providing services to the clinical speciality are met.
- 4.10 Act as mentor and training coordinator for rotational pharmacists undertaking the pharmacy clinical rotation.
- 4.11 Be responsible for managing and developing training programmes in conjunction with the pharmacists responsible for Education & Training for students and rotational pharmacists.
- 4.12 Assist in the development and implementation of policies for the ward based technician service.
- 4.13 Undertake teaching and training in relation to drugs used in specialist area to nurses and other members of the multi-disciplinary team.
- 4.14 Act as a designated supervisor for trainee pharmacists within the department and run a tutorial for trainee pharmacists. Highlight useful courses and meetings for rotational pharmacists.
- 4.15 Update and develop the information resources for specialist services and utilise them for training.

RESEARCH AND DEVELOPMENT

- 5.1 Demonstrate a critical approach to pharmacy practice.
- 5.2 Undertake project work, as directed by the Advanced Clinical Pharmacist – Medicines Optimisation Services and/or Chief Pharmacist.
- 5.3 Guide and support other members of staff undertaking research.
- 5.4 Develop, implement, monitor and evaluate protocols and guidelines.
- 5.5 Participate in multi-disciplinary teams working to develop protocols and clinical pathways.
- 5.6 Undertake practice research and clinical audit in specialist areas.
- 5.7 Evaluate service delivery to ensure that the required standards of pharmaceutical care are met.
- 5.8 Present results of audit and research at Pharmacy or multi-disciplinary forums and support other team members in this, at meetings or through publications.
- 5.9 Identify resources required to improve clinical pharmacy services to the specialty.
- 5.10 Create regional and national links with other centres with the same specialty.
- 5.11 Adopt good practice from other centres and colleagues.



5.12 Publish research and audits undertaken

EFFORT

- 6.1 Provide Pharmacist cover in the Dispensary on a sessional basis as determined by departmental rotas.
- 6.2 Provide advice to the Dispensary on an ad hoc basis on matters not necessarily related to clinical speciality.
- 6.3 Participate in the rota for provision of pharmacy services on Saturdays, Sundays and Bank Holidays.
- 6.4 To contribute to the out of hours (on-call) pharmacy service in accordance to departmental rotas.
- 6.6 To provide clinical professional/advisory to the department
- 6.7 Organise and implement ward and Dispensary Pharmacist rotas in the absence of the usual designated colleague.
- 6.8 To assist in the training for Therapeutic Drug Monitoring for junior pharmacists.

TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: March 2023

PERSON SPECIFICATION

JOB TITLE: Senior Support Pharmacist Older People
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS
ESSENTIAL
<ul style="list-style-type: none"> • Vocational Masters degree in pharmacy (or equivalent) • Has completed or is near completion (within the next 6 months) a postgraduate clinical pharmacy qualification. • To be willing to work towards a non-medical prescribing qualification • Membership of the General Pharmaceutical Council (GPhC)
DESIRABLE
<ul style="list-style-type: none"> • Has commenced a postgraduate clinical pharmacy qualification (applicable for Annex 21 roles)
EXPERIENCE & KNOWLEDGE
ESSENTIAL
<ul style="list-style-type: none"> • Post-registration work experience as a pharmacist in hospital pharmacy, covering a range of specialties, or the ability to demonstrate the equivalent level of knowledge • Previous participation in multi- disciplinary team • Demonstrates commitment and enthusiasm for providing high quality pharmaceutical care • Experience of teaching/presenting to other healthcare professionals/patients • Commitment to own Continuing Professional Development (CPD) • Possesses relevant clinical knowledge in hospital pharmacy • Knowledge of national initiatives and guidelines, e.g. NICE, NSF • Possesses knowledge of available resources to answer Medicines Information queries • Able to work with drug budget information • Demonstrates good knowledge of hospital clinical pharmacy and current issues
SKILLS & ABILITY
ESSENTIAL
<ul style="list-style-type: none"> • Team worker • Good interpersonal skills • Good oral, written communication & presentation skills • Good computer skills • Demonstrates problem solving skills • Demonstrates empathy towards patients and carers • Able to work under pressure, prioritise work and meet deadlines • Ability to manage budgets and deliver on cost improvement programmes • Able to use initiative and work without supervision when necessary • Demonstrates teaching/mentoring skills & ability to motivate other staff • Able to interact with clinical and managerial staff • Demonstrates good critical appraisal skills

OTHER SPECIFIC REQUIREMENT
ESSENTIAL
<ul style="list-style-type: none">• Professional manner• Well motivated and reliable• Able to work with all grades of staff• Capacity to work calmly under pressure• Ability to travel across all Trust sites as required by job role