**JOB DESCRIPTION**

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| **1. Job Details** | |
| **Job Title:** | Homecare Pharmacist |
| **Band:** |  |
| **Salary:** |  |
| **Reports to (Title):** | Assistant Director of Pharmacy – Clinical Services/Medicines Management |
| **Directorate:** | Therapies and Pharmacy Group |
| **Department/Ward:** | Pharmacy |
| **JD Number:** |  |
|  | **Trust Vision:**  An NHS organisation that continually strives to improve patients’ experiences and outcomes  **Trust Values:**  Patients are at the centre of all we do.  Working together we deliver top quality services.  We will be innovative in how we work.  We create an environment in which people thrive. |
| **2. Job Summary** | |
| 1. To manage and develop the delivery of medicines to RWT patients through homecare services. 2. To ensuring that appropriate clinical and governance arrangements as set out in the Royal Pharmaceutical Society (RPS) standards for homecare services, are in place for all medicines supplied via homecare. 3. Liaises with the deputy director of Pharmacy and relevant members of the Pharmacy Management team in the delivery of operational aspects of homecare services. 4. Liaises with the Clinical Director of Pharmacy in the development and maintenance of a Homecare policy and strategy 5. To provide a high profile lead role in the provision and development of pharmaceutical services to dermatology and other key clinical areas within the Trust, including clinical, operational and supply function 6. Supervise the team of pharmacists and medicines management technicians while they are providing clinical services to the above areas | |
| **3. Main Duties & Responsibilities** | |
| **Professional Roles (Homecare)**   1. Works with multidisciplinary healthcare teams to review existing and develop new homecare service   specifications.   1. Works with the Commercial Medicines Unit (CMU) and any local purchasing consortiums to produce timetables for homecare contract tenders, ensuring deadlines are met that have been agreed with all key decision makers 2. Works with senior clinical pharmacists and outpatient staff and other Pharmacy staff to identify, plan, and develop new opportunities for homecare services. 3. Incorporate any plan for homecare into treatment guidelines, protocols and local patient pathways 4. Co-ordinates with multidisciplinary healthcare teams to implement new homecare services. 5. Investigates, develops, and reports on the current and future processes for patients consenting to receive medicines via homecare 6. Co-ordinates the service review meetings for homecare medicines management working closely with   homecare companies, pharmacists, nurses, doctors, other healthcare staff, and patients   1. Produces quarterly reports for the Clinical Director of Pharmacy and Deputy Director of Pharmacy on quality and financial indicators on all homecare medicine services 2. Works with the Chief Pharmacy Technician - Procurement and the rest of the pharmacy homecare procurement team to provide liaison with homecare companies over problems with prompt payment of invoices for homecare services 3. Works with the Chief Pharmacy Technician - Procurement to ensure homecare service medicine   prices are kept up to date with homecare companies   1. Manages homecare medicines management services for the homecare specialist area 2. Provides specialist advice on medicines and processes associated with homecare medicines management to patients, carers and homecare contractors 3. Works under guidance of SOPs, GMP and COSHH, and RPS Homecare standards. Works independently to develop and implement SOPs for homecare medicines management which may include policies that impact on areas other than homecare medicines management. Delivery and implementation of agreed procedures and monitor compliance with all SOPs 4. Ensures compliance with current RPS Homecare standards, and contributes nationally to the development of homecare medicines management guidance and standards. 5. Undertakes research into homecare medicines management services, which may include the trial of novel methods of providing homecare medicines management or service for medicines previously not managed through homecare 6. Responsible for training and supporting all grades of staff on homecare medicines management 7. Ensures quality monitoring is carried out and reported appropriately 8. Audits the service against set targets 9. Forges links nationally and regionally with other pharmacists and technicians in homecare services in order to share best practice   **Operational Management**   1. To provide a high quality Clinical Pharmacy service to dermatology directorate and any other area as nominated by the Assistant Director of Pharmacy- Medicines Management/Clinical Services. 2. To prepare, on request, policies, procedures and Patient Group Directions to assist in the smooth delivery of all aspects of medicines management to the designated ward areas. 3. To provide pharmacist support in the dispensary and wards according to the needs of the service. 4. Advise Medical and Nursing staff on drug use and encourage compliance with the Trust formulary at all times in order to foster rational and economic prescribing. 5. To manage own time and supervise that of rotational pharmacists, medicines management technicians and students on designated ward area.   **Professional Roles (Clinical)**   1. To advise the Assistant Director of Pharmacy – Clinical Services of developments in the clinical speciality. 2. To ensure that developments in the delivery of the clinical pharmacy service to patients within the clinical speciality are in line with the strategic direction for the development of clinical pharmacy services within the Trust. 3. Liaise with nursing and medical staff and directorate managers in all matters relating to medicines management in the clinical speciality. 4. To integrate into the multidisciplinary team and attend consultant ward rounds where possible making proactive interventions in individual patient’s therapy by providing evidence based information and advice on drug related issues and acting as a Pharmacy contact. 5. To provide advice to patients and their relatives, nurses, prescribers and other healthcare professionals on the correct use of medication and ensure that directions associated with medications are understood. 6. To conduct full medication review on admission including the identification of allergies and drug related admissions and where appropriate follow through with a yellow card report to the Medicines and Healthcare products Regulatory Agency (MHRA). 7. Resolve medicines related problems associated with individual patients between primary and secondary care, including contact with general practitioners, GP prescribing advisers, community nurses, integrated care teams, residential and nursing homes, addiction services/centres, community pharmacists, patients families and carers. 8. To participate in the updating and multidisciplinary audit of treatment guidelines. 9. To provide a Directorate support function to the nominated clinical area, presenting prescribing reports to the appropriate directorate governance and Speciality team meetings, reporting to the Assistant Director of Pharmacy – Clinical Services/Medicines Management. 10. To maintain an up to date knowledge of developments in medical and pharmaceutical practice, as part of their own continuing professional development.     **Supervision, Teaching and Research**   1. Participate in local training initiatives to meet CPD requirements in accord with the departmental strategy. 2. To supervise and train rotational Pharmacists in the provision of Clinical Pharmacy services. 3. To develop/provide lectures, tutorials and other teaching sessions on medicines related issues for medical, nursing and pharmaceutical staff, including undergraduate MPharm students. 4. To participate in the training programme schedules for pre-registration students, vacational undergraduates new staff and student technicians.   **General Obligations**   1. To participate in the provision of extended hours of service, including evening working, Saturdays and Sundays according to formal rota arrangements. 2. To participate in the provision of a pharmaceutical service on Bank and other statutory holidays, according to formal rota arrangements. 3. To participate in the on-call rota. 4. To report any suspected or observed defects in drugs, medicinal products and equipment to a Principal Pharmacist / Assistant Director of Pharmacy. 5. To be familiar with, and maintain, safe standards of work and adequate records of all processes. 6. To have due regard for, and to conform at all times with, the Royal Pharmaceutical Society of Great Britain Code of Professional Ethics. 7. To have due regard for, and to conform at all times with, directives and circulars associated with the provision of pharmaceutical services, including the Medicines Act, the Duthie Report, relevant Controls Assurance requirements and associated Trust policies and procedures. 8. To have due regard for all statutory guidance applicable to the pharmacy, including Health and Safety at Work, Manual Handling and the Control of Substances Hazardous to Health (COSHH). 9. To maintain at all times the rules relating to patient confidentiality. 10. To have due regard for Trust policies on discrimination. 11. This list of duties is not exhaustive, and is subject to review at all times, and in particular in the light of further developments in pharmaceutical services. | |
| **4. Organisational Chart** | |
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This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

**Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

**Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

**Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

**Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

**Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

**Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

**Smoking Policy**

The Trust provides a smoke-free work environment.

**Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

**Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### Criminal Records *(delete if not applicable)*

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (DBS) to check for any previous criminal convictions.

**AfC PERSON SPECIFICATION**

*This document describes the qualities required for a post-holder that are not captured by the JD.*

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| **SPECIFICATION** | **DESCRIPTION** |
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| **Qualifications**  *(This must include the level required to appoint to the post.*  *Any requirement for registration should also be recorded here.* | Master’s degree in Pharmacy (MPharm) or equivalent plus 12 month pre-  registration experience  Membership of the General Pharmaceutical Council (GPhC)  Postgraduate Clinical diploma or equivalent qualification.  . Additional postgraduate qualifications desirable |
| **Experience/Skills**  *(Type and level of experience required to fulfil duties)* | Able to demonstrate a wider understanding of pharmacy practice and the workings of the NHS, including prescribing and medicines management.  Computer literate, particularly word processing spread sheets, email and use of internet searching.  Commitment and evidence of formal continuous professional development (CPD)  Minimum of three years’ post registration experience and at least two years in hospital.  Ability to manage own time effectively  Ability to work on own initiative  Experience in supervising staff  Expert knowledge of good dispensing/distribution/manufacturing practice  Experience of managing change  Experience of developing and implementing Standard Operating Procedures (SOPs*)*  Ability to deal with unpredictable workload  Previous experience in delivery of training/assessing staff |
| **Communication** | Excellent verbal, numeric and written communication skills.  Facilitation and negotiating skills  Able to communicate with a wide range of staff from a range of disciplines from both within and outside the NHS  Report writing skills  Ability to work independently or as a member of a team – builds effective working relationships with team and colleagues |
| **Working Environment & conditions** | Able to work under pressure  Able to deal with conflict e.g. amongst prescribers when determining prescribing changes, patients who may be upset by changes being made to their prescription |
| **Other**  *(Any other key issues not recorded elsewhere in JD or person spec.)* | Working hours are 37.5 per week.  There is a voluntary pension scheme. The current contribution is 6% of gross salary.  All offers of employment are subject to a satisfactory medical examination. |

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification and KSF outline.

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|  | Designation | Name | Signature | Date |
| Post Holder |  |  |  |  |