

## JOB DESCRIPTION

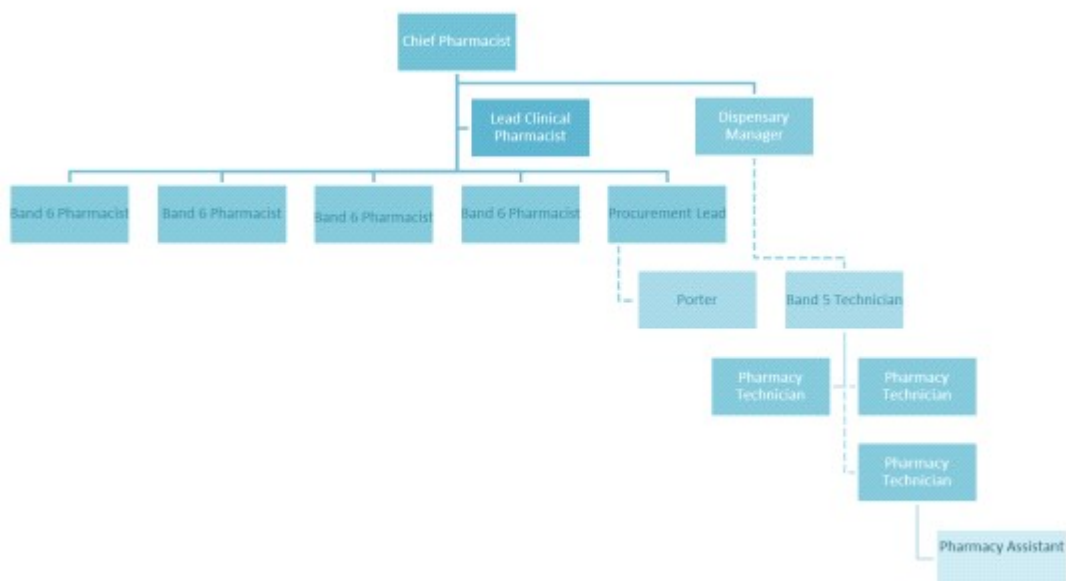
1. JOB IDENTIFICATION		
Job Title:	Clinical Pharmacist	
Band/Grade:	6	
Hours of Work:	37.5	
Accountable to:	Chief Pharmacist	
Responsible:	Chief Pharmacist	
Department:	Pharmacy	
Job Reference:		
Last Update (insert Date):	July 2018	
Disclosure and Barring(DB) Check Required:	Yes	Level Enhanced

## 2. JOB PURPOSE

The Clinical Pharmacist is an integral part of the Pharmacy Team. The Pharmacy provides a clinical service to the wards and departments of the Hospital of St. John and St. Elizabeth.

The post holder will follow the policies and procedures of the Pharmacy and Hospital to ensure that at all times medicines are being prescribed and supplied in accordance with the law and good dispensing practise. They will sign in as Responsible Pharmacist when required and will be involved in clinical screening of drug charts, ward rounds and clinical interventions and the supply of over the counter medicines and prescriptions to out patients.

## 3. ORGANISATIONAL STRUCTURE



#### 4. ROLE OF DEPARTMENT

The Pharmacy Department provides a comprehensive Pharmacy service to the wards, departments and patients of the Hospital of St. John and St. Elizabeth.

The department consists of a team of clinical pharmacists, pharmacy technicians, an assistant and porter.

The Pharmacy is a registered premises with the General Pharmaceutical Council. Prescriptions are dispensed for internal and external private patients. The Pharmacy sells a range of over the counter medicines.

The department aims to provide a safe, effective clinical service to patients, supporting wards, departments and clinicians within the Hospital.

#### 5. RESPONSIBILITIES OF THE POST

##### Key Tasks

- Visit wards, review prescription charts and check for clinical correctness and legality
- Order medicines to ensure continuity of supply
- Clinically screen discharge charts
- Final check of dispensed medicines
- Carry out, record and monitor any interventions
- Prompt reporting of clinical incidents
- Answer medicines information queries, from staff or patients using appropriate resources
- Provide counselling to patients
- Sale and supervision of over the counter medicines
- Take part in the Pharmacy audit schedule and assist with data collection and review where required
- Participate in weekend and late rota
- Monitor and ensure the safe storage of medicines on the wards
- Partake in mandatory, non-mandatory training and CPD as per GPhC and hospital requirements
- Take part in revalidation
- Take part in clinical supervision
- Any other duties appropriate to the role and level of training as designated by the Chief Pharmacist or dispensary manager

#### 6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

##### 6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

##### 6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

##### 6.3 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.

**6.4 Risk Management**

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

**6.5 Equal Opportunities and Diversity**

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

**6.6 Codes of Conduct**

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

**6.7 Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

**6.8 Management of Hospital Values**

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

**This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.**

**7. CREATED BY: Frances Sudera**

**SIGNATURE:**

## PERSON SPECIFICATION

### Post Title: Band 6 Clinical Pharmacist

Criteria		Essential	Desirable	Assessment
<b>Qualifications</b>	Masters degree in Pharmacy or equivalent Registered Pharmacist with GPhC Membership of the RPSGB Diploma or post graduate qualification First aid qualification Independent or supplementary prescriber	✓ ✓	✓ ✓ ✓ ✓	Interview  Application form and relevant documentation
<b>Experience</b>	Hospital Pharmacy experience Multi disciplinary working with Healthcare professionals Analysis of clinical data Participation in audit Prescribing, medicines management, medicines optimisation Patient counselling Pre registration tutor Mentor for technicians Clinical supervision Working with competencies	✓    ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Skills and Knowledge</b>	Works to a professional code of practice Relevant competencies for Pharmacy practice Understanding of Pharmacy Law and ethics Excellent communication skills, written and oral Confidence to challenge poor practice or prescribing CPD evidence Accurate	✓ ✓ ✓ ✓ ✓ ✓	✓	
<b>Attributes and Qualities</b>	Team player Motivated Flexible Able to work under pressure Attention to detail	✓ ✓ ✓ ✓ ✓		