

JOB DESCRIPTION

TITLE: Pharmacist

LOCATION: Highgate Hospital

DEPARTMENT: Pharmacy

REPORTING TO: Pharmacy Manager

1. JOB PURPOSE:

- Work with the Pharmacy Manager and all other pharmacists in providing, monitoring and developing an efficient and comprehensive clinical pharmacy service for patients, staff and other business partners of Highgate Hospital.
- Undertake clinical check of prescriptions (as well as final check in the absence of 'checker' technician) and supervise staff in the Dispensary in co-operation with the Pharmacy Manager responsible for operational management of the areas.
- To act as the Responsible Pharmacist in the main department as rostered.
- Provide ward based prescription monitoring medicines reconciliation and patient counselling service to the assigned wards.
- Answer medicines information queries, yet recognise own limitations and seek assistance from senior pharmacists when needed.
- To manage staff, materials and equipment from time to time allocated depending upon rotational area of work
- To contact medicines manufacturers to elicit information as well as provide feedback.

2. KEY ACCOUNTABILITIES:

To provide a pharmacy service to wards and departments of the hospital as well as other business partners serviced by the Pharmacy department so as to ensure safe and cost-effective use of medicines, in accordance with departmental procedures.

To provide pharmacy service to allocated wards in accordance with professional, departmental and Hospital policies. This may include:

- Taking drug histories on admission.
- Review of medication to ensure safe and effective use.
- Carrying out individual pharmaceutical care plans.

- Review and update of care plans depending on response, results of investigations and adverse effect.
- Therapeutic drug monitoring for specific drugs and advising dose adjustments based on assessment of blood levels of the drug.
- Education and counselling of patients about their medicines.
- Facilitating implementation of local & national guidelines as appropriate.
- As an independent practitioner and advocate for the patient, challenge prescribers including specialist prescribers if prescription is considered in own judgement to be inappropriate for the patient.
- Communication of medicine-related information to patients & relatives.
- Advising, demonstrating & monitoring correct methods for preparation and administration of medications including intravenous injections.

To provide professional and legal clinical supervision in the dispensary, so as to ensure compliance with statutory and ethical standards.

To be the Responsible Pharmacist in either dispensary, as rostered.

To check outpatients prescriptions and counsel individual patients about their medication, as appropriate to their needs.

To be involved in counter-prescribing and selling OTC products in the outpatients Pharmacy.

To provide Medicines Information to medical and nursing staff and patients within the hospital to enable appropriate use drugs.

To assist in the distribution of medicines to patients, wards and departments and to assist in maintaining systems for the control and storage of drugs in accordance with current legislation.

To participate in continuing professional development (CPD), as per department policy and national guidelines from the Royal Pharmaceutical Society, and to participate in individual performance review through the use of personal development plans so as to enable continuous quality improvements and compliance with Trust and professional requirements.

To co-operate with requirements of the local Tutors and Coordinators, providing training.

To record regular clinical interventions and activities in line with departmental policy so that areas of weakness may be identified and corrected.

To participate in clinical audit & practice research as instructed by senior pharmacists within the department so that evidence-based developments may be implemented to improve the service.

To participate in the pharmacists rotational duties so as to share workload and maintain skills and knowledge in service provision.

To participate in the extended hours service as considered appropriate by the Pharmacy Manager.

3. SUPPLEMENTARY INFORMATION

Our Values

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

"Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families"

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

Code of conduct

- ✓ I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- ✓ I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- ✓ I will always be honest and act with integrity.
- ✓ I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- ✓ I will show my commitment to working as a team member with all my colleagues and the wider community.
- ✓ I will take responsibility for my own learning and development.
- ✓ If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

Equality & Diversity

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

Statutory & Mandatory Training

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

Infection Prevention & Control

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

Confidentiality

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law

and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.

PERSON SPECIFICATION

POST: **PHARMACIST**

DEPARTMENT: **PHARMACY**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Education/Qualifications	MPharm (post 2001). Member of GPhC Evidence of on-going professional development	Certificate in Pharmacy practice/Clinical Pharmacy or equivalent qualification
Experience	Experience within a customer focused environment Knowledge of the changing Pharmacy regulations environment especially as relates to CQC, GPC evaluation criteria.	Independent hospital pharmacy experience Two years post registration
Knowledge/Skills/ Attributes	Ability to work on own initiative. Willing to act up in absence of pharmacy manager. Ability to work in a multidisciplinary team. Flexibility. Good attendance record, confidence in own judgement. Polite and presentable. Experience of good practise within a clinical setting according to pharmaceutical standards. Friendly and approachable manner.	Experience of hospital pharmacy.