

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Senior Pharmacist –Palliative Care
Band:	8a
Reports to (Title):	Principal Pharmacist for Medicine – Division 2
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Pharmacy
Department / Ward:	C31 Pharmacy
JD Number:	1630
DBS Check Required:	Enhanced with Adult's and Children's Barred List

2. Job Summary

The post holder will be required

- To provide clinical and directorate support to the palliative care department.
- To provide a comprehensive specialist pharmaceutical service to patients and under the care of Compton Care (inpatients and community).
- To provide clinical input to the palliative care virtual wards
- To ensure a seamless service for patients moving between settings.
- To work as an independent prescriber managing patients with specialist palliative care needs.
- To provide specialist clinical pharmacy advice to palliative care patients and liaise with the consultants and nursing teams to support safe and appropriate prescribing in this patient group.
- To provide specialist palliative care clinical pharmaceutical, advice, information, education and governance to all healthcare professionals and commissioners to improve palliative end of life care for patients and ensuring a safe, qualitative, timely, cost-effective use of medicines.
- To ensure that developments in the delivery of the clinical pharmacy service to patients who are treated within the specialist palliative care services are in line with the strategic direction for the development of clinical pharmacy services within the Trust, the hospice, and the One Wolverhampton Palliative & End of Life Care Group
- To continuously monitor the drug expenditure against budgets for the hospice and trust. To analyse expenditure information, seeking and investigating changing trends and making recommendations for savings, without compromising patient care, to appropriate consultants and departments. To assist consultants and departments in implementing the agreed changes required to make cost savings.
- To manage any palliative care related switch schemes that may arise, in conjunction with the wider pharmacy and palliative care teams ensuring as far as possible a safe, efficient and comprehensive service.
- To ensure appropriate arrangements are in place for the supply of medicines within Compton Care within legislation and with due consideration to cost effectiveness and waste reduction. This will include management of the medicines SLA, supporting the organisations Controlled Drugs Accountable Officer (CDAO) and attending Controlled Drug Local Intelligence Network (CDLIN) meetings, as necessary.
- To support the development of relevant local policies, procedures, guidelines and clinical care pathways for the locality to ensure the delivery of a high quality, equitable service in all locations and to provide supportive information, education and training to staff as required to implement the same.

- To attend and contribute to local, regional, and national meetings and other training as appropriate.
- To work under the supervision of the Principal Pharmacist for Medicine. At Compton Care to report to the Medical Director.
- To supervise the specialist palliative care pharmacy technician based within Compton Care

Key relationships (not exhaustive)

RWT

- Principal Pharmacist for Medicine
- Clinical Director of Pharmacy
- Assistant Directors of Pharmacy (Clinical Services/Operations)
- Specialist Consultants
- Palliative Care Directorate Management Team: Clinical Lead, Lead Nurse for Specialist Palliative Care, Group Manager, Matron and Directorate Accountant
- Clinical Pharmacy Team
- Ward Based teams
- Hospital Specialist Palliative Care team

Compton Care

- Medical Director and Specialist consultants
- Director of Clinical Services and Clinical Leads
- Director of Clinical Governance, Compliance & Informatics
- Specialist Palliative Care Teams (IPU, Community, Living Well Service)
- IPU Ward Manager
- Pharmacy Technician
- Pharmacist & Team at Tettenhall Wood Pharmacy
- ICB Pharmacists / commissioners

The role involves being a senior pharmacist for palliative care related queries, education, training and service developments/quality improvement initiatives.

3. Main Duties and Responsibilities

Operational Management

- To work with the Principal Pharmacist to lead the delivery of a comprehensive specialist clinical pharmacy service to the palliative care services across organisations.
- 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 clinical areas.
- To provide pharmacist support in the dispensary and wards according to the needs of the service.
- To advise medical, nursing and paramedic staff on drug use and encourage compliance with the local formularies at all times in order to foster rational and economic prescribing.
- To ensure appropriate arrangements are in place for the supply of medicines (including controlled drugs) to Compton Care and at discharge, with due consideration to prevailing legislation, cost effectiveness and waste reduction. This will involve working with commissioners for end-of-life care and Compton Care managers to identify an appropriate pharmacy supplier and to put contract arrangements in place for this provision. To monitor this provision and advise accordingly.
- To support, review and audit the specialist palliative care and community collaborative approach to anticipatory planning including decisions on symptom control and timely and appropriate access to palliative care medicines. This will include incident reporting and reviews and making and implementing changes to practice accordingly
- To support schemes for access to palliative drugs in the community including regular audits, provision of education sessions and feedback. This will include schemes involving community pharmacies to improve access to drugs; alerting community staff and service providers to shortages, monitoring, and advising on availability, and providing appropriate advice on alternatives also liaising with local hospice pharmacy departments as needed.

Professional Roles

- Active participation in cost saving initiatives and developing new ways of working to promote efficiencies within the service.
- To provide a professional lead to pharmacy technical staff and support staff managing medicines in the designated clinical areas.
- To integrate into the multidisciplinary team and attend consultant ward rounds and MDT meetings (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.
- To prescribe medication for patients using the Trust's and hospice's electronic prescribing system, when appropriate and within the limits of personal and professional competence.

- 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.
- To identify drug related admissions and where appropriate follow through with a yellow card report to the Medicines & Healthcare products Regulatory Agency (MHRA).
- To advise nursing, medical and paramedic staff on the reconstitution, administration and side-effects of parenteral drugs, including complex drug calculations and consideration of compatibilities.
- To resolve medicines related problems associated with individual patients between hospice, primary and secondary care.
- Development, implementation and audit of local guidelines
- Ensure compliance within the services with respect to any relevant NICE, MHRA, or other governance requirement.
- Auditing drug usage with the aim of promoting cost effective prescribing
- Assisting in the financial reporting to hospice and trust department and drug budget management.
- To provide a directorate support function to the palliative care directorate reporting to the principal pharmacist for Medicine.
- To provide an organisational support function to Compton Care reporting to the Medical Director.
- To maintain an up to date knowledge of developments in medical and pharmaceutical practice, as part of their own continuing professional development.
- To attend and contribute to the activities of regional palliative care groups – including West Midlands Palliative Care Physicians, Central England palliative pharmacists' group, and Specialist Palliative Audit and Guidelines Group (SPAGG).
- To keep up to date with related therapeutic, policy and practice developments, including patient safety alerts, attending, and participating in local and national meetings / conferences etc. as appropriate and disseminating learning to staff within Compton Care and RWT.
- To retain membership with national palliative care organisations as appropriate e.g., Association of Palliative Care Pharmacy

Supervision, Teaching and Research

- To develop/provide lectures, tutorials and other teaching sessions on palliative care medicines related issues for medical, nursing, paramedic and pharmaceutical staff (internally and externally). This includes PGDs.

- Participate in local training initiatives to meet CPD requirements in accord with the departmental strategy.
- To supervise and train rotational pharmacists in the provision of clinical pharmacy services.
- To participate in the training programme schedules and inductions for pre-registration students, vocational undergraduates, and new staff and student technicians.
- Support non-medical prescribers in palliative care.
- To support staff requiring re-training or education following any identified learning needs post incidents
- To participate in national service audits where required.

To participate in research activities as per organisational policies / SOPs.

General Obligations

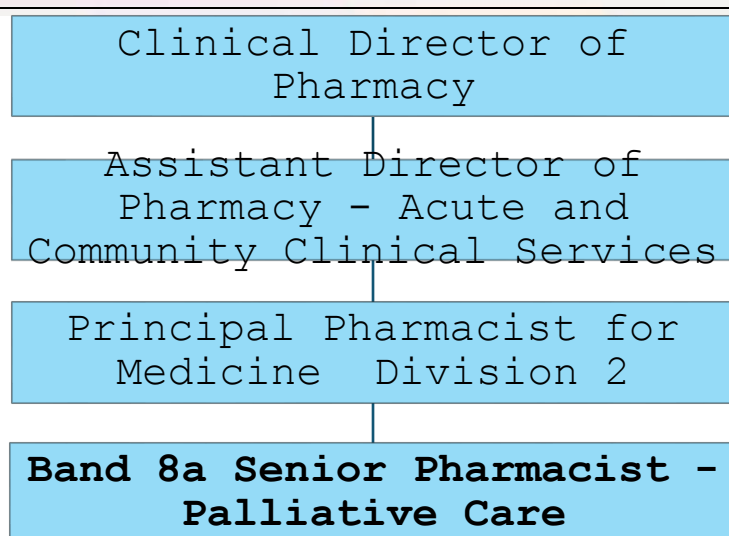
- The post holder will participate in extended hours of service, including late evening working, Saturdays, Sundays and bank holidays according to formal rota arrangements.
- The post holder will join the group of senior pharmacists to support the back up on-call rota in line with the departmental arrangements.
- To report any suspected or observed defects in drugs, medicinal products and equipment to an Assistant Director of Pharmacy / the senior team at Compton.
- To be familiar with, and maintain, safe standards of work and adequate records of all processes.
- To have due regard for, and to conform at all times with, those aspects of the General Pharmaceutical Council Code of Professional Ethics.
- The post holder will have due regard for, and conform at all times with relevant professional and occupational guidelines including, but not exclusively, the Royal Pharmaceutical Society of Great Britain Code of Professional Ethics, the General Pharmaceutical Council standards, the Medicines Act, the Duthie Report, relevant Controls Assurance requirements, Health and Safety at Work, Manual Handling, the Control of Substances Hazardous to Health (COSHH) and associated Trust policies and procedures.
- To maintain at all times the rules relating to patient confidentiality.
- To have due regard for Trust and hospice policies on discrimination.

Good Distribution Practice (GDP)

All staff working for RWT are required to have an understanding and demonstrate compliance with GDP for the distribution of medicinal products for use in patients. The staff employed at RWT are required to be aware of:

- National regulations with regards to qualifications and experience of personnel should be followed.
- Personnel should receive initial and continued training relevant to their tasks.
- Personnel dealing with hazardous pharmaceutical products (such as highly active and radioactive materials, narcotics, and other hazardous, sensitive and/or dangerous pharmaceutical products, as well as products presenting special risks of abuse, fire or explosion) should be given specific training.
- Records of all training should be kept.
- Procedures relating to personal hygiene relevant to the activities to be carried out should be established and observed.
- First-aid procedures and equipment for dealing with emergencies involving personnel should be available.
- Procedures and conditions of employment for employees, including contract and temporary labour, and other personnel having access to pharmaceutical products must be designed and administered to assist in minimising the possibility of such products coming into unauthorised possession.
- Codes of practice and disciplinary procedures should be in place to prevent and address situations where persons involved in the distribution of pharmaceutical products are suspected of, or found to be implicated in, the misappropriation and/or theft thereof.

4. Organisational Chart



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.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

DBS required:

This role is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

Sustainability and Net Zero

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the

implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

Think twice before printing!

AfC Person Specification

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

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	• Master's degree in Pharmacy (MPharm) or equivalent	E	AF
	• Pharmacist registered with the General Pharmaceutical Council (GPhC)	E	AF
	• To have a postgraduate clinical diploma or equivalent.	E	AF
	• Membership of the Royal Pharmaceutical Society of Great Britain	D	AF
	• An independent prescriber	D	AF
	• Additional postgraduate qualifications	D	AF
Experience / Skills <i>(Type and level of experience required to fulfil duties).</i>	• Significant post registrational experience	E	AF/Int
	• Ability to demonstrate specialist knowledge of pharmacy in the context of palliative and end of life care.	D	AF/Int/P/T
	• Experience working in an outpatient clinic	D	AF/Int
	•	E	AF/Int
	• Ability to understand the working of an acute Trust and the role of the Pharmacy Directorate within that Trust.	E	AF/Int/P
	• Ability to demonstrate a moderate level of generic IT skills, particularly with respect to word processing, presenting, spread sheets,		

	<p>databases, websites, email and the use of use of internet searching.</p> <ul style="list-style-type: none"> • Ability to demonstrate meticulous attention to detail. • Commitment to, and evidence of, formal continuous professional development (CPD). • Ability to manage own time effectively and prioritise appropriately. • Knowledge and experience of palliative care • Ability to work both on own initiative and also to co-operate within a team to achieve desired outcomes. • Able to work in multidisciplinary teams and independently. • Knowledge of good dispensing/distribution/manufacturing practice. • Experience of implementing or delivering the objectives of cost/service improvement programmes. • Able to adapt to changing circumstances and situations. • Experience in supervising, training and assessing staff • Ability to demonstrate a wider understanding of pharmacy practice and the workings of the NHS/government policy and its application to prescribing and medicines management. • Ability to analyse and resolve highly complex situations, and able to provide expert advice when required. • Experience of developing and implementing Standard Operating Procedures (SOPs). • Experience of undertaking audits. • Ability to work in stressful environments with daily contact with patients. • Ability to concentrate when dispensing/reviewing prescriptions and cope with interruptions without loss of accuracy. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>AF/Int/T/P</p> <p>AF/Int</p> <p>Int/T</p> <p>AF/Int</p> <p>AF/Int</p> <p>Int</p> <p>AF/Int</p> <p>AF</p> <p>AF/Int/T/P</p> <p>Int/T</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p>
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	<ul style="list-style-type: none"> • Ability to work under pressure with constant interruptions, remaining calm and focussed. • Ability to achieve targets and tight deadlines. 	E	Int/T
Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • To provide written information in a concise readable manner for patients and colleagues. • To communicate complex information effectively in a calm, courteous manner to patients and all levels of colleagues. • Good listening skills and an empathic approach • Formal presentation skills. • Excellent report writing skills. • Facilitating and negotiating skills. • Excellent leadership skills. • Ability to communicate well with a wide range of staff from a range of disciplines from both within and outside the NHS. • Ability to enthuse and engage multidisciplinary teams to include consultant clinicians, accountants and finance managers as well as pharmacy staff. 	E E D D D D D D	Int/P/T Int/P/T Int/P/T Int/P/T Int/T Int/P/T AF/Int/P/T Int Int/P/T
Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i>	<ul style="list-style-type: none"> • Working hours are 37.5 per week over seven days. • Able to work on a rota system to cover extended hours of working – including evenings, Saturdays and Sundays • Ability to deal with unpredictable workload. 	E E E	AF/Int AF/Int Int
Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	<ul style="list-style-type: none"> • Annual leave is 27 days at appointment, 29 days after 5 years' service, 33 days after 10 years' service, including 8 bank holidays. • There is a voluntary pension scheme. 		

	<ul style="list-style-type: none"> All offers of employment are subject to health clearance from the RWT Occupational Health Department. 		
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

