

Isle of Man
Public Service
Careers



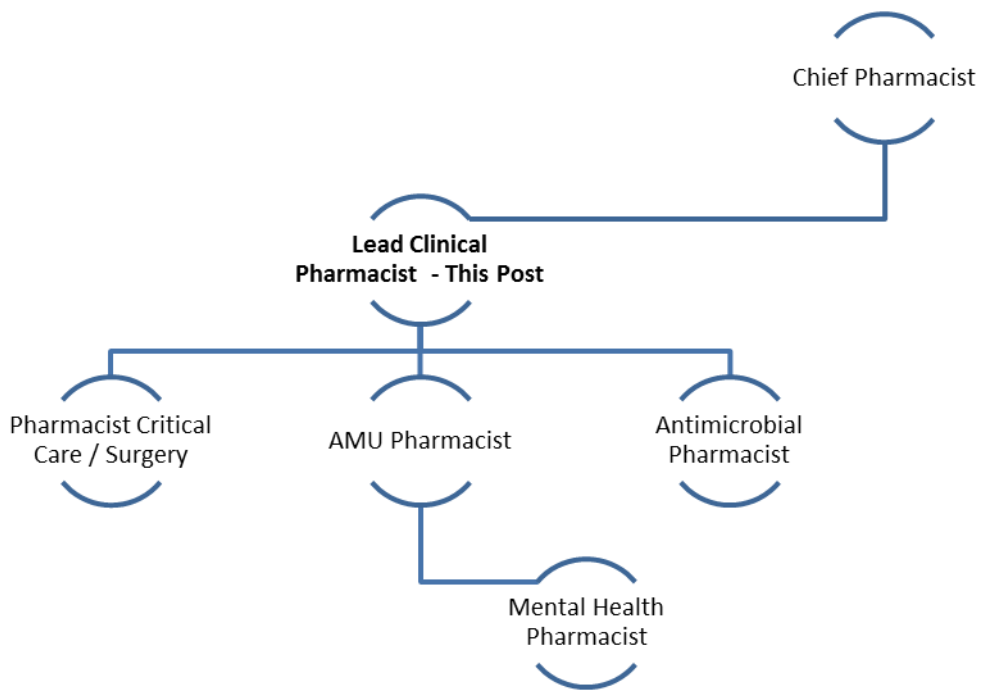
Lead Clinical Pharmacist

Integrated Diagnostics and Cancer Services

Job Information

Working together for the **Isle of Man**

JOB DESCRIPTION

Job Title:	Lead Clinical Pharmacist
Location:	Pharmacy Department, Noble's Hospital
Accountable to:	Chief Pharmacist
Reports to:	Chief Pharmacist
Pay Band:	8B
Job Reference No:	(0853v4/JE/16)
Organisation Chart:	 <pre> graph TD CP((Chief Pharmacist)) --- LCP((Lead Clinical Pharmacist - This Post)) LCP --- PCCS((Pharmacist Critical Care / Surgery)) LCP --- AMU((AMU Pharmacist)) LCP --- AP((Antimicrobial Pharmacist)) AMU --- MHP((Mental Health Pharmacist)) </pre>

JOB PURPOSE

- To be responsible for leading, co-ordinating, managing and developing the clinical pharmacy service to Nobles Hospital, Ramsey District Community Hospital and Mental Health Service.
- To be responsible for delivering a high quality clinical pharmacy to ensure economic drug use together with efficient, effective, safe and patient-focused care.

- To act as an expert knowledge base in clinical pharmacy practice development.
- To manage and develop all aspects of medicines management, risk management and clinical governance.
- To manage and develop the roles of all clinical pharmacy staff to meet the needs of the present and future service, and promote clinical excellence.
- To develop, implement and monitor standards for the clinical and medicines management service.
- To perform the professional role of a Practising Registered Pharmacist, including the provision of advice and supervision of dispensing for all the patients of the Hospital Service and all other agencies that the Pharmacy supplies.

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- To be in possession of Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).
- To have successfully completed pre-registration training in hospital or community pharmacy.
- To be registered as a pharmacist with the General Pharmaceutical Council (GPhC).
- To be able to provide evidence of continuing professional development this, at a minimum, meets the requirements of the GPhC.
- To be possession of a Postgraduate Diploma or Master's degree in Clinical Pharmacy.
- To have significant relevant post-registration hospital experience.
- To have excellent written and verbal communication, analytical and interpersonal skills.
- To communicate highly sensitive and highly complex specialist medicines-related information and advice to consultants and their medical teams, other healthcare professionals and patients and carers. Types of sensitive and complex specialist medicines and pharmaceutical information may include: choice of therapy (including formulary issues), choice of formulation and route of administration, side effects, adverse drug reactions, use of drugs where their action and effects may be influenced by patient disease state, biochemical parameters, liver and kidney function, diet, gender, ethnicity, pregnancy, breast feeding, age related problems (very young or old). This could be in sensitive situations including cancer treatment, terminal illness, drug overdose, withdrawal from alcohol and the effect of drug administration, prescribing errors or other drug misadventures.
- Discussions may be on a one-to-one basis with patient, doctor or other healthcare professional, or by telephone, e-mail or letter. One may have to negotiate outcomes with individuals who could be potentially aggressive, disagree with or challenge one's view – this requires a high level of influencing and negotiating/ persuasion skills.
- To counsel patients and carers about their medicines and treatment. Complex information relating to medicines may need to be translated into simple language appropriate for the individual.
- To analyse, interpret and evaluate highly complex specialist medicines-related information or data, using clinical and professional judgement. This information could be about an individual patient's drug treatment or relate to protocols and guidelines developed for a particular division or specialty.
- To screen prescriptions for drug-related problems such as drug dosage, drug interactions and appropriateness of therapy, considering legality, clarity and risk associated with prescribed medicines and prescriptions and, when necessary, to make interventions to ensure safety and optimal therapy.
- To have a working knowledge of the recommendations of key publications and evidenced based literature,

which will influence pharmacy service provision.

- To negotiate with divisions, specialty, pharmacy team and Chief Pharmacist in order to achieve desired outcomes, from an individual patient level to a division-wide level when policy needs to be changed or implemented.
- To present verbal or written reports, or formal presentations to division, specialty or managers.
- To analyse, interpret and evaluate highly complex specialist medicines related information or data, using clinical and professional judgement. This includes interpreting reports from the pharmacy computer system e.g. about drug usage and expenditure, clinical intervention reports, data from clinical trials and published papers, evaluation of new drugs and therapies, and changes in medicines legislation and policy (local and national). This information could be about an individual patient's drug treatment or protocol and guideline developed for the division or specialty.
- To have IT skills to European Computer Driving Licence (ECDL) or equivalent experience.
- To have a thorough knowledge of legislation relating to medicines (particularly The Medicines Act and The Misuse of Drugs Act).

MAIN DUTIES & RESPONSIBILITIES

- To be responsible for the leading, co-ordinating, managing and developing of the clinical pharmacy service to Nobles Hospital, Ramsey District Community Hospital and Mental Health Service. Clinical pharmacy describes how pharmacists use their expertise and experience to make sure that patients get the best out of their medicines. It involves proactive and direct patient care which reduces clinical and financial risk i.e. maximising clinical outcomes, minimising patient morbidity and risk of error and maximising cost effectiveness.
- To lead and participate in the delivery of medicines management by the staff within the Pharmacy Department and on the wards/departments served by the Department. Medicines management is the whole process of how the patient receives the most appropriate medicine for their condition. It encompasses the selection, procurement, dispensing, delivery, prescribing, administration and review of medicines to optimise the contribution they make to produce informed and desired outcomes of patient care. It includes all the processes, activities and systems inside and outside of pharmacy undertaken by Hospital Doctors, Nurses, General Practitioners, Pharmacy Staff and Porters, relating to medicines.
- To lead the provision of clinical pharmacy expertise for clinical governance.
- To participate in the clinical pharmacy service, providing clinical checking of prescriptions and pharmaceutical advice, including patient counselling regarding medication.
- To monitor quality standards for the clinical pharmacy service within the Isle of Man hospital service.
- To ensure Medicines Reconciliation is carried out on patient admission. This involves speaking to patient's, carers and GP surgeries. This helps identify drug related problems upon admission and ensures these are solved quickly.
- To ensure that there is compliance with medicines legislation particularly within own assigned area of responsibility.
- To consider clarity and risk associated with prescribed medicines and prescriptions and make appropriate interventions to ensure safety and optimisation of patient therapy
- To contribute to the management, supervision, training and development of pharmacists, pharmacy technicians, pharmacy students and other members of the pharmacy team involved in providing ward based pharmacy

services.

- To manage, support, teach and/or mentor to pharmacy staff as required (for example when staff undertake an external qualification) and other members of the healthcare team (e.g. junior doctors).
- To liaise with Consultants, nursing and other Healthcare Managers with regard to the provision of clinical pharmacy services.
- To participate in medical and other ward rounds as well as multi-disciplinary team meetings as appropriate.
- To prescribe medication as a Non-medical Prescriber in accordance with agreed protocols.
- To review patients' notes and prescriptions and to provide specialised advice (as described in Knowledge, Skills, Training and Experience) to patients, medical staff and other healthcare professionals, in order to ensure safe and effective medicines management and the best in patient care.
- To identify, advise and/or implement solutions to clinical problems associated with drug treatment e.g. treatment which needs to be modified in light of disease state (liver and kidney function, blood test results, biochemical parameters etc.), blood levels of drugs.
- To provide professional and clinical leadership to a team of pharmacy staff involved in the delivery of ward based clinical pharmacy services.
- To ensure that all team members are patient focused, well trained and make an appropriate contribution to optimise each individual patient's drug therapy.
- To have discretion to allocate responsibilities in ward-based services as required
- To ensure compliance with medicines legislation and hospital policy within area of responsibility e.g. prescribing and administration of drugs, formulary issues, use of unlicensed drugs, clinical trials.
- To liaise with GP surgeries and community pharmacists regarding changes in patients prescribed medication upon discharge.
- To liaise with the Lead Pharmacist (Procurement and Patient Services) regarding drug use on the wards to ensure sufficient stocks of these drugs in pharmacy and on the wards.
- To be responsible for continuous quality improvement in medicines use by leading on clinical governance and risk management issues.
- To represent the Pharmacy Department on relevant committees.
- To develop and deliver clinical audit activity
- To be involved in the teaching/training of other healthcare professionals (e.g. junior doctors, nurses) and students.
- To undertake or contribute to pharmacy practice research.

General Pharmacy Duties

The post holder will carry out the functions of a Practising Registered Pharmacist within the Department and will have the following responsibilities, in common with other Pharmacists:-

- To participate in the delivery of medicines management by the staff within the Pharmacy Department on the wards/departments and external agencies, which are served by the Pharmacy.
- To maintain high standards of pharmaceutical care.
- To maintain good working relationships with all health care professionals who receive pharmaceutical services and help promote the profile of the Pharmacy department.
- To participate in the Clinical Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice on allocated wards and also in the dispensary in accordance with locally agreed standards.
- To participate in multidisciplinary meetings, case conferences and discharge planning meetings, as necessary.
- To advise on the suitability of patients' own medicines for re-use within the hospital, in accordance with the Medicines Policy.
- To take part in the emergency On-call Pharmacist rota. This involves working alone as the On-call Pharmacist, providing medicines information, advice and supply of medicines "out of hours" and sourcing of urgently required drugs from external suppliers. This is a 24-hour, non-residential service which necessitates the Pharmacist being called into the hospital to dispense urgently required medication. The On-call Pharmacist will also be contacted in the event of a Major Incident to assess the situation and request other Pharmacy staff to attend, as appropriate.
- To take part in the rota for working on Saturday mornings.
- To promote, and adhere to, all applicable Organisational and Departmental policies and procedures.
- To assist in the development and implementation of new Departmental policies and to contribute suggestions and ideas for the development of the service.
- To be an authorised signatory for pharmacy orders, up to a maximum value to be reviewed and agreed annually (delegated authority from Chief Pharmacist).
- To be a designated "code holder" to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To advise medical staff from the multi professional team on the actions, properties and the safe, cost effective use of drugs, making recommendations about medication to improve patient outcomes.
- To encourage adherence to the Hospital Formulary, local protocols and national guidelines.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary. Professional responsibility includes addressing issues of co-existing medical diseases and conditions such as kidney and liver impairment, pregnancy, breastfeeding, and checking for interactions with other medications. Also assessment of each prescription for clinical appropriateness and legal accuracy prior to dispensing and a final accuracy check of the dispensed medication.
- To provide cover for colleagues as necessary.
- To observe regulations in respect of Fire, Health and Safety at Work Act, COSHH and Data Protection Act and to promote safe working practices of staff under your control.
- Undertake risk management and clinical governance activities as appropriate.

- To participate in the education and training of Pharmacy staff, other disciplines and patients if required to ensure the communication and understanding of the safe use of medicines.
- To complete medicine information enquiries as necessary; respond to enquiries from Doctors, nurses and the general public which may occasionally be urgent.
- To be responsible on a day to day basis for the receipt, secure storage and issue of Controlled Drugs and to ensure that correct procedures are followed for receipt, storage, checking and administration of Controlled Drugs on Wards and Departments.
- To carry out CD stock checks on allocated Wards and Departments every 3 months.
- To order and issue NHS Prescription pads (HS10) on behalf of Hospital Divisions and to ensure their secure storage within the Department.
- To attend meetings, forums and committees as required, in order to provide expert pharmaceutical advice and opinion and to represent the Department as appropriate.
- To action Drug Alerts as necessary from the Medicines and Healthcare products Regulatory Agency (MHRA) during normal working hours and “out of hours” as the On-call Pharmacist.

CLINICAL

- To participate in the delivery of medicines management by the staff within the Pharmacy Department and on the wards/departments served by the Department.
- To participate in the Clinical Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice and also in the dispensary in accordance with locally agreed standards.
- To provide a personal clinical and professional contribution to the clinical pharmacy service e.g. by participating on medical and other ward rounds where possible, counselling patients, prescribing.
- To deliver medication education to patients prior to discharge regarding changes in medication to maximise medicines optimisation.
- To provide mentorship and training in area of expertise to all Pharmacy staff.
- To plan, develop and implement systems/services to ensure that effective medicines management is achieved in Nobles Hospital, Ramsey District Community Hospital and Mental Health Service with awareness of the strategic and local influences affecting the provision of pharmaceutical services.
- To be responsible for continuous quality improvement in medicines use by leading on clinical governance and risk management issues.
- To be responsible for the leading, planning co-ordinating, managing and developing of and the delivery of specialist the clinical pharmacy services to the Medical Division Nobles Hospital, Ramsey District Community Hospital and Mental Health Service. Clinical pharmacy describes how pharmacists use their expertise and experience to make sure that patients get the best out of their medicines. It involves proactive and direct patient care which reduces clinical and financial risk i.e. maximising clinical outcomes, minimising patient morbidity and risk of error and maximising cost effectiveness.
- To prescribe medication as a Non-medical Prescriber in accordance with agreed protocols.

- To identify, advise and/or implement solutions to clinical problems associated with drug treatment e.g. treatment which needs to be modified in light of disease state (liver and kidney function, blood test results, biochemical parameters etc.), blood levels of drugs.
- To provide professional and clinical leadership to a team of pharmacy staff involved in the delivery of ward based clinical pharmacy services.
- To ensure that all team members are patient focused, well trained and make an appropriate contribution to optimise each individual patient's drug therapy.
- To have discretion to allocate responsibilities in ward-based services as required within this area
- To represent the Pharmaceutical Service on relevant committees.
- To develop and deliver clinical audit activity.

PROFESSIONAL

- Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).
- Successful completion of pre-registration training in hospital or community pharmacy.
- Registered as a pharmacist with the General Pharmaceutical Council (GPhC).
- To be professionally and legally accountable for all aspects of work undertaken within the professional and legal framework of the GPhC.
- To comply with the GPhC's Code of Ethics.
- To apply sound professional judgement to complex legal and ethical issues and dilemmas.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary.
- To be responsible on a day to day basis for the receipt, secure storage and issue of Controlled Drugs and to ensure that correct procedures are followed for receipt, storage, checking and administration of Controlled Drugs on Wards and Departments.
- To be able to provide evidence of continuing professional development this, at a minimum, meets the requirements of the GPhC.
- To ensure practice is evidence-based.
- To observe regulations in respect of Fire, Health and Safety at Work Act, COSHH and Data Protection Act and to promote safe working practices of staff under your control.
- To comply with the principles of Good Manufacturing Practice, as specified by the Medicines and Healthcare Products Regulatory Agency (MHRA).
- To maintain good working relationships with all health care professionals who receive pharmaceutical services and help promote the profile of the Pharmacy department.
- To contribute to continuous quality improvement in medicines use through input into clinical governance and risk management issues.

- To ensure compliance with medicines legislation and hospital policy within area of responsibility e.g. prescribing and administration of drugs, formulary issues, use of unlicensed drugs, clinical trials.
- To be responsible and accountable for own professional actions, working independently within professional and organisational boundaries e.g. delivering clinical pharmacy service.
- To be responsible for the leading, planning co-ordinating, managing and developing of and the delivery of specialist the clinical pharmacy services to the Medical Division Nobles Hospital, Ramsey District Community Hospital and Mental Health Service. Clinical pharmacy describes how pharmacists use their expertise and experience to make sure that patients get the best out of their medicines. It involves proactive and direct patient care which reduces clinical and financial risk i.e. maximising clinical outcomes, minimising patient morbidity and risk of error and maximising cost effectiveness.
- To assist be responsible for the leading, planning, co-ordinating, managing and developing clinical pharmacy service to Nobles Hospital, Ramsey District Community Hospital and Mental Health Service.
- To regularly update personal development plan with line manager as part of the appraisal programme.

TRAINING, EDUCATION & RESEARCH

- To identify and pursue personal training needs with the object of improving personal performance in accordance with General Pharmaceutical Council's requirements for Continuing Professional Development.
- To participate in the education and training of:-
 - Pre-registration Pharmacy graduates
 - Pharmacy University Undergraduates
 - Pharmacy Technicians
 - Pharmacy Assistants
 - Work experience pupils
 - Medical Staff
 - Nursing Staff
 - Other Healthcare professionals
 - Patients
- To attend training courses and conferences as appropriate and provide feedback to colleagues.
- To manage, support, teach and/or mentor to pharmacy staff as required (for example when staff undertake an external qualification) and other members of the healthcare team (e.g. junior doctors).
- To contribute to the management, supervision, training and development of junior pharmacists, pre-registration pharmacists, pharmacy students and other members of the pharmacy team involved in providing ward based pharmacy services.
- To co-ordinate clinical pharmacy service and to be involved with new staff induction and training in specialist area.
- To be involved in the teaching/training of other healthcare professionals (e.g. junior doctors, nurses), students.

- To develop and deliver clinical audit activity.
- To undertake or contribute to pharmacy practice research.

PLANNING & ORGANISATIONAL SKILLS

- To contribute to the development of clinical guidelines and pathways and review when appropriate
- To be responsible for the leading, co-ordinating, planning, developing and the delivery of specialist patient-focussed clinical pharmacy services throughout Noble's Hospital, Mental Health Service and Ramsey & District Community Hospital.
- To contribute to the workforce planning and development of pharmacy staff, including extended roles and skill mix initiatives.
- To be responsible for staff rotating through or covering wards within the hospital, to ensure continuity of service.
- To lead on matters pertaining to medicines management, to advise on medicines use (risk, clinical governance, research and development, formulary, expenditure) and to develop/audit relevant protocols and guidelines
- To plan and organise personal workload, managing own time effectively, and prioritising to meet objectives within agreed timescales.
- To contribute to the development of hospital clinical guidelines and pathways and review when appropriate.
- To evaluate and implement changes in medicines legislation and medicines related policies (local and national).
- Ability to identify, plan & deliver change as necessary to bring about organisational effectiveness within their own area of management.

COMMUNICATION

- To communicate sensitive and/or highly complex specialist medicines-related information (as described in Knowledge, Skills, Training and Experience) to patients and carers, consultants and their medical teams and other healthcare professionals. Complex medicines-related information may need to be translated into simple language appropriate for the individual e.g. patients with physical or mental disabilities, or language difficulties.
- To attend Departmental meetings and contribute as appropriate.
- To liaise with appropriate health care professionals and carers to ensure the effective and efficient use of resources across the primary/secondary care interface.

Internal contacts:

To communicate highly specialist expert pharmaceutical advice orally, by presentation or by written instruction to members of the multidisciplinary team. This will include:-

- Clinical Directors, Lead Clinicians and Consultants (e.g. discussing new services developments).
- Clinicians and Non-Medical Prescribers (e.g. discussing therapy options with individuals who have strong views on treatment choice, or advising on best treatment for patients).
- Ward/Departmental Managers (e.g. informing of service changes).
- Other staff (e.g. providing advice/instructions to other members of the healthcare team, translating complex terminology/policy into an understandable format).

External contacts:

- Primary care organisations (e.g. Public Health Division, Pharmaceutical Adviser).
- Individual General Practitioners (e.g. confirming/ gathering patient specific information, liaising on patient discharge medication).
- Pharmacy Staff from other areas (e.g. discussing joint working, “Shared-care” patients).
- Patients and Carers (e.g. see Knowledge, Skills and Training section but also sensitively responding to complaints).
- Nursing homes (e.g. changes in medication).
- Community pharmacies (e.g. changes in medication).

MANAGERIAL/LEADERSHIP

- To be responsible for ensuring that applicable Hospital and Departmental policies and procedures are adhered to within the Pharmacy Department.
- To be an authorised signatory for pharmacy orders, up to a maximum value to be agreed and reviewed regularly (delegated authority from Chief Pharmacist).
- To be a designated “code holder” to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary, and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To motivate and inspire others in order to create and maintain a good working environment and facilitate staff retention.
- To lead on strategic development of clinical pharmacy standards for Noble’s Hospital, Mental Health Service and Ramsey & District Community Hospital.
- To contribute to the day to day operational running of the Pharmacy Department e.g. by assuming statutory professional responsibility whilst working in the Dispensary.

- To assist the Pharmacy Department in achieving good financial management of all allocated budgets.
- To manage own time effectively, prioritising workload to meet objectives within agreed timescales.
- To take full responsibility for all pharmaceutical requirements for the Hospital Service out of hours, when on call.
- To be responsible and accountable for own professional actions, working independently within professional and organisational boundaries e.g. delivering clinical pharmacy service.
- To lead, co-ordinate, manage and develop the clinical pharmacy service and to be involved with new staff induction and training in specialist area.

CLINICAL GOVERNANCE

- To reduce the risk of medication errors by clinically screening prescribed medication on the wards and in the dispensary to ensure that drug treatment is appropriate for the patient.
- To complete or advise on the completion of the Medicines and Healthcare products Regulatory Agency (MHRA) Committee on Safety of Medicines “yellow card” adverse drug reaction reports as appropriate.
- To contribute to the investigation of any medicines related incidents or complaints and explore ways of minimising risk of future re-occurrence or risk to staff.
- To advise medical and nursing staff on the actions, properties and the safe, cost effective use of drugs, making recommendations about medication to improve patient outcomes.
- To encourage adherence to the Hospital Formulary, local protocols and national guidelines.
- To develop and deliver clinical audit activity within own area(s) of responsibility
- To monitor quality standards for the clinical pharmacy service within the Isle of Man hospital service.
- To contribute to continuous quality improvement in medicines use by leading on clinical governance and risk management issues.
- To undertake or contribute to pharmacy practice research.
- To promote, and adhere to, all applicable organisational and Departmental policies and procedures.
- To undertake, successfully complete and keep updated the Noble’s Hospital Mandatory Training Programme.
- To record untoward incidents on the “Datix” system.

SYSTEMS & EQUIPMENT

- To be a designated “code holder” to allow access to the Pharmacy Department, having responsibility for opening up the Department when necessary and ensuring that the premises are secure, including setting the alarm system, when leaving.
- To be responsible for the secure, safe and appropriate storage of stock and assets within the Pharmacy Department.
- To be responsible for the security of confidential patient information within the Pharmacy Department.
- To be responsible for the security of data within the Departmental IT system.

- To be an authorised signatory for pharmacy orders, up to a maximum value to be agreed and reviewed regularly (delegated authority from Chief Pharmacist).
- To have the necessary keyboard skills to be able to enter accurate patient medication details into the pharmacy computer system. This can be for inpatients, outpatients or for discharge.
- To be able to use the various printers within the Pharmacy Department (e.g. label printers, picking list printers) and replace the consumable items as necessary.
- To be able to use liquid measures for the preparation of extemporaneous products.
- To record personal clinical interventions and activities in line with hospital & departmental policy.
- To regularly use standard texts as reference sources.
- To perform on-line literature searches using established databases and the internet.
- To use spreadsheets, word processing and databases.
- To regularly use pharmacy computer system.

DECISIONS & JUDGEMENTS

- To participate in the Emergency Duty Commitment “out of hours” on-call Rota, using professional judgement: to provide urgent pharmaceutical advice to hospital medical and nursing staff, to supply urgent medicines for inpatients if requested and to attend the Hospital if required due to problems in the Pharmacy Department, such as activated fire/intruder or equipment malfunction alarms.
- To participate in the Saturday morning rota, using professional judgement, to provide pharmaceutical advice to hospital medical and nursing staff and to supervise the supply of medicines for inpatients and patients on discharge.
- To work unsupervised on daily basis and make decisions as appropriate in the interests of patient care and safety.
- To assess the risk of drug interactions for patients.
- To take reasonable care for own health and safety, and that of others who may be affected by own activities; to cooperate with the hospital by complying with all health and safety rules and safe systems of work; and inform line manager of any work situation, or practice which may be considered a danger to health and safety.
- To observe regulations in respect of the Health and Safety at Work act, COSHH and Data Protection Act.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.



Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.
Staff must work in accordance with all health and social care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being Committed & passionate, Accountable & reflective, Respectful & inclusive, and Excellent & innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Job Holder's signature:

Date:

Line Manager's name (please print)

Line Manager's signature:

Date:



JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

Physical Effort

- Combination of sitting, standing, walking; occasionally lifting and moving pharmacy boxes, fluids etc weighing over 15kg.
- There is a requirement to stand for long periods (two hours or more) within the dispensary or on wards whilst completing prescription validation.
- Requirement to use a computer keyboard regularly throughout every working day.
- There is a requirement to work on the wards, which will necessitate movement between locations throughout the hospital and the Pharmacy Department.

Mental Effort

- There is a regular daily requirement to concentrate whilst checking patients' prescriptions, performing calculations and measuring volumes/quantities accurately.
- There are frequent interruptions by requests for advice or medical information and service related enquiries.
- Whilst working within the role there will be frequent unpredictable interruptions which require that task prioritisation is altered to meet service demands.
- To be involved in the teaching/training of pharmacy staff, other healthcare professionals (e.g. junior doctors, nurses), students and undergraduates, using Microsoft PowerPoint and other visual aids, and providing hand outs.
- To have a working knowledge of Word, Excel and PowerPoint software, in order to produce reports and other documents.

Emotional Effort

- There will be direct exposure to patients, on the wards and patients attending the dispensary, some of whom may have terminal illnesses and other distressing conditions.
- There may be a requirement to discuss adverse drug reactions with distressed patients.
- Rare exposure to verbal aggression from patients and carers when carrying out duties in the Dispensary and on the Wards/Departments (when solving issues and problems with medication supply and the Pharmacy Service).
- There may be a requirement to deal with patients or staff who may have complaints concerning Pharmacy service.
- There will be a requirement to provide peer support to colleagues.

Working Conditions

- Work in artificial light for the whole of the working day, reading hand-written prescriptions which may be poorly written and which demand a high degree of interpretation.



- Potentially exposed to body fluids, foul linen etc. e.g. MRSA patients on wards.
- Requirement to use visual display units daily.
- Potential exposure to sharps e.g. needle-stick injury.
- Working alone as the On-call Pharmacist out of hours.
- Occasional exposure to odours from aseptic unit.
- Potential exposure to cytotoxic drugs, which are used for the treatment of cancer.
- Potential exposure to monoclonal antibodies, which are used for the treatment of cancer, rheumatic disorders and Crohn's disease.
- Driving in emergency situations e.g. On-call.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Job Holder's Signature:

Date:

Line Manager's Name (please print)

Line Manager's Signature:

Date:



MANX CARE

PHARMACY DEPARTMENT / INTEGRATED DIAGNOSTICS AND CANCER SERVICES

LEAD CLINICAL PHARMACIST

PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	<ul style="list-style-type: none">• Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).• Registered as a pharmacist with General Pharmaceutical Council• Postgraduate Diploma or Master's Degree in Clinical Pharmacy.• Evidence of continuing professional development and revalidation.	<ul style="list-style-type: none">• Post-graduate qualification in Non-medical Prescribing, registered with the General Pharmaceutical Council.	<ul style="list-style-type: none">• CV• Interview• Portfolio	
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• Pre-registration training in hospital or community pharmacy.• Significant relevant post-registration hospital experience.• Through knowledge of legislation relating to medicines (particularly Medicines Act and Misuse of Drugs Act) relevant to hospital practice.• Experience of supervising staff.	<ul style="list-style-type: none">• Teaching/Training experience.• Previous experience of audit.	<ul style="list-style-type: none">• CV• Interview• Portfolio	

	<ul style="list-style-type: none"> • Ability to liaise with other health care professionals. • Understanding of Clinical Governance and Medicines Management. • Knowledge and experience of the operation of Department of Health organisations. 			
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Well-developed leadership and motivational skills. • Able to understand complex clinical situations and to discuss and make recommendations to resolve issues arising from them with medical, nursing and other staff. • Computer literate. • Excellent communication skills both verbal and written. • Good interpersonal skills. • Ability to work on own initiative and as part of a team. • Self-motivating with a drive to develop medicines management and clinical services. • Well-developed negotiating and influencing skills. • Demonstrate ability to organise and manage workload. • Demonstrate ability to maintain quality standards. • Evidence of personal insight and sound judgement. • Ability to tackle routine tasks accurately. • Able to use a variety of computer software to organise 	<ul style="list-style-type: none"> • Good presentation skills. • Sound knowledge of therapeutics. • Clinical appraisal skills. 	<ul style="list-style-type: none"> • CV • Interview • Portfolio 	

	<p>and present information.</p> <ul style="list-style-type: none"> • Able to maintain standards and accuracy whilst working under pressure 			
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to communicate effectively with patients and their families, and colleagues. • Trustworthy and respectful of confidential information about both patients and colleagues. • Enthusiastic and committed. • Ability to prioritise work and be well organised • Positive and optimistic. • Ability to achieve demanding tasks and objectives against deadlines. • Able to remain calm and objective in stressful situations. • Ability to contribute to change management and adapt to changes in working practices. 		<ul style="list-style-type: none"> • Interview 	
OTHER RELEVANT REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory Police Check 	<ul style="list-style-type: none"> • Isle of Man Worker • Full, valid Driving Licence and access to own vehicle 	<ul style="list-style-type: none"> • Application • Pre-employment Checks 	