

ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

JOB DESCRIPTION

Job Title:	Pharmacist
Location:	Pharmacy Department, Noble's Hospital
Accountable to:	Chief Pharmacist
Reports to:	Lead Pharmacist (Procurement & Patient Services)
Pay Band:	7
Job Evaluation Reference No:	0463v4/JE/17
Organisation Chart: (attached)	<pre> graph TD CP[Chief Pharmacist] --> LPPS[Lead Pharmacist (Procurement & Patient Services)] CP --> LPA[Lead Pharmacist (Aseptic Services)] CP --> LCPM[Lead Clinical Pharmacist (Medical)] CP --> LCP[Lead Clinical Pharmacist (Oncology)] CP --> LPMID[Lead Pharmacist (Medicines Information & IT Development)] LPPS --> TP[THIS POST] </pre>

JOB PURPOSE

- To be involved in all aspects of Departmental activity when required and to cover the duties of other pharmacists in times of absence, to ensure that continuity of professional service is maintained.
- 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 e.g. Isle of Man Hospice, General Practitioners Surgeries, Dental Surgeries and other Primary Care organisations.

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Good all round clinical knowledge and practical clinical skills; knowledge of principles of pharmaceutical care of patients
- Ability to take sole responsibility for dispensing of medicines and make vital decisions relating to patient dosages, as well as method of delivery including intravenous administration.
- To be in possession of Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).
- To have undertaken one year's pre-registration training.
- To be registered as a Pharmacist with the General Pharmaceutical Council (GPhC)
- To be able to provide evidence of continuing professional development which meets the requirements of the General Pharmaceutical Council.
- 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 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 directorate 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 working knowledge of recommendations of key publications and evidenced based literature which will influence pharmacy service provision.
- IT skills to European Computer Driving License (ECDL) or equivalent experience.
- Thorough knowledge of legislation relating to medicines (particularly the Medicines Act and the Misuse of Drugs Act).

Other desirable experience to carry out the job effectively would include:

- Certificate in Pharmacy Practice or Diploma in Clinical Pharmacy (or willingness to work toward this).

- Previous experience in Hospital Pharmacy.
- Management skills to ensure the safe and efficient day-to-day running of a section in the Pharmacy department.
- Good all round community pharmacy experience relevant to hospital practice.
- Teaching/training experience.
- Evidence of further education/training in clinical pharmacy practice.
- Basic understanding of Clinical Governance

MAIN DUTIES & RESPONSIBILITIES

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. **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.
- To maintain high standards of pharmaceutical care.
- To participate in the Ward Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice on allocated wards.
- 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 agreed (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 medication. 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 supply vaccines to Primary Care organisations (eg, Public Health Directorate), recording batch numbers and expiry dates.
- 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 complete drug information enquires 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 when necessary.
- To order and issue NHS Prescription pads (HS10) on behalf of Hospital Directorates 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.
- To maintain good working relationships with all healthcare professionals who receive pharmaceutical services and help promote the profile of the department.
- To identify and pursue personal training need with the object of improving personal performance.
- To work in the Dispensary, Medicines Information, Aseptic Services and Mental Health Services; to provide a clinical pharmacy service to an agreed range of wards.
- To understand the principles of clozapine blood level monitoring, to have access to the Clozaril® Patient Monitoring Service website, and to understand how to action clozapine results
- To carry out appropriate duties in Medicines Information, Mental Health Services, aseptic services, clinical services etc in the absence of the responsible senior pharmacist and following suitable training. This occurs regularly as is required for holiday cover, absences due to sickness and attendance at meetings.

DISPENSARY

- To assist in the effective delivery of in- and out-patient services.
- To dispense all types of prescriptions and inpatient orders (including Controlled Drugs and extemporaneous preparations) presented to the Pharmacy for wards and departments within Noble's Hospital and outside hospitals.
- To perform final accuracy checks on 'Take Home' medication packs (prepared by pharmacy technicians or assistants) provided to units for direct supply to patients e.g. Accident and Emergency Department.
- To counsel both in-patients and out-patients on the use of their medication (compliance, side effects, possible drug interactions) and ensure patients understand the importance of correct compliance.
- To undertake the management of stock control in the dispensary for drugs and other support items.
- To ensure that 'to follows' and special orders are dealt with in a timely manner.
- To handle cash in respect of prescription charges or sales of medicines.
- To ensure that the potency and quality of drugs and medicinal preparations is maintained during storage within the Pharmacy and upon wards.
- To complete Critical Incident forms (eg, Prism) when required following initial verbal communication with members of staff. This requires good written communication skills so that the report is unambiguous.

MEDICINES INFORMATION

- To assist the Medicines Information Pharmacist in the effective delivery of medicines information i.e. answer queries regarding the use of medicines from doctors, nursing staff, other healthcare professionals and patients by using appropriate resources. This may involve locating information in appropriate textbooks, journals or accessing on-line databases. The information must then be reviewed using professional judgement, in order to answer the query in a clear and unambiguous manner.
- To provide professional and clinical support required for the effective management of medicines information.
- To advise on the actions and properties of drugs and medicinal preparations, and their safe and effective use.
- After training, to carry out suitable duties on behalf of the Medicines Information Pharmacist in times of absence, to ensure that continuity of service is maintained.
- To communicate with other Medicines Information departments and /or drug manufacturing companies in the UK to obtain relevant information.

WARD/CLINICAL PHARMACY

To undertake clinical pharmacy duties for a specific area, in accordance with Clinical Pharmacy procedures and standard, (but maintaining professional freedom to act in patients' interests) to monitor prescribing practices at ward level to ensure patients receive safe and appropriate medication by:

- Assessing prescription charts in order to ensure safe rational and effective prescribing, establishing drug histories, enabling use of patient's own medicines and patient self medication (where appropriate), and counselling to improve medication usage and patient understanding

during in-patient stay or at discharge.

- Interpreting and requesting clinical tests to monitor and make recommendations to improve effectiveness of drug therapy.
- Making recommendations about medication to improve patient outcomes and to encourage adherence to hospital formulary and national guidelines.
- Providing medication for individual patients during their stay in hospital and at discharge.
- Checking the intravenous feeding prescriptions for the neonatal unit, in the absence of the paediatric pharmacist, ensuring the correct formulation and arranging of transport to the Island from the manufacturing unit in the UK. This may involve advising doctors on the most appropriate regimen after interpreting the biochemistry results.
- Communicating with Alder Hey Children's Hospital in regard to Paediatric protocols when necessary.

ASEPTIC SERVICES

Where delegated and after suitable training, carry out suitable duties in aseptic services unit in ensuring that the preparation of products in the aseptic unit is undertaken in a safe manner in accordance with local procedure.

This may involve:

- Checking chemotherapy protocols for individual patients.
- Checking biochemistry and blood results on the hospital computer system to ensure that treatment is appropriate to the patient.
- Calculation of suitable, measurable dosages for the product preparation.
- Filling in/checking worksheets documenting the preparation of aseptic products.
- Assembling/checking appropriate constituents required for the preparation of the final product.
- Performing a final check on the product ensuring that it is of the correct dose and quality before supplying it to the ward/department in accordance with the prescription.
- Answering queries from staff and other healthcare professionals relating to the aseptic products.
- Working in combination with the oncology staff to ensure optimal patient care at all times.
- Ensuring the products are supplied to the departments at an appropriate time so that there are minimal delays in treatment for the patient.

• 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. **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.
- To participate in the Ward Pharmacy Service, providing clinical checking of prescriptions and pharmaceutical advice, including patient counselling regarding medication.
- To monitor prescribing practices at ward level to ensure patients receive safe and appropriate medication
- To assess prescription charts in order to ensure safe, rational and effective prescribing, establishing drug histories, enabling use of patient's own medicines and patient self medication (where appropriate), and counselling to improve medication usage and patient understanding during in-patient stay or at discharge. This may involve checking doses correct according to patient's weight and that the medicine is given at appropriate times

during the day.

- To assist in the development of services in association with medicines management. **Medicines management** is the whole process of how the drugs get from the pharmacy department to the patient. 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 doctors, nurses, porters, GPs, pharmacy staff etc.
- To make recommendations about medication to improve patient outcomes and to encourage adherence to hospital formulary and national guidelines.
- To assist in the development and implementation of new policies introduced into the Department and to contribute suggestions and ideas for the development of the service.
- To provide information regarding the effective and safe use of medicines i.e. answer queries regarding the use of medicines from medical, nursing staff and patients using appropriate resources.

- **PROFESSIONAL**

- Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent).
- One year's pre-registration training
- Registered as a pharmacist with the General Pharmaceutical Council
- To be professionally and legally accountable for all aspects of work undertaken within the professional and legal framework of the General Pharmaceutical Council.
- To comply with the General Pharmaceutical Council'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 which meets the requirements of the General Pharmaceutical Council.
- 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).

- **TRAINING, EDUCATION & RESEARCH**

- To identify and pursue personal training needs with the object of improving personal performance in accordance with the General Pharmaceutical Council's requirements for Continuing Professional Development.
- To participate in clinical audits as necessary.
- 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
 - Patients

This may include the Patient Group Directions (PGD) training of relevant healthcare professionals so they are able to use them. (The legal definition of a Patient Group Direction is a written direction relating to supply and administration, or administration of medicines generally (subject to specific exclusions) and is signed by a Doctor or Dentist and by a Pharmacist. Several legal requirements must be fulfilled for a Patient Group Direction to be valid. This allows certain medicines to be given to a patient without a written prescription from a Doctor or Dentist).

- To attend training courses and conferences as appropriate and provide feedback to colleagues.
- To provide support and leadership for less experienced members of staff.
- To maintain skills and knowledge necessary to fulfil the job requirements.
- To participate in statutory and mandatory training.

- **PLANNING & ORGANISATIONAL SKILLS**

- To contribute to the planning, development and implementation of systems to ensure effective medicines management.
- To manage own time effectively, prioritising workload to meet objectives within agreed timescales.
- To carry out suitable duties in Medicines Information, Mental Health Services, aseptic services, clinical services etc in the absence of the responsible senior pharmacist and following suitable training. This occurs regularly as is required for holiday cover, absences due to sickness and attendance at meetings.
- To assist in the management of the day to day organisation of the Dispensary by organising and prioritising work from Noble's Hospital and outside hospitals so that all prescriptions are completed in a timely manner in respect of urgency and transport deadlines.

• **COMMUNICATION**

- To communicate sensitive and/or 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.
- To negotiate with colleagues on the wards, including medical staff and nurses, and in the pharmacy team in order to achieve desired outcomes for an individual patient. Usually this is verbal communication and may be via the telephone.
- To analyse, interpret and evaluate specialist medicines related information or data using clinical and professional judgement to persuade and inform prescribers to practice safe, effective and evidence based therapeutics. This may be communicated verbally, in written report or via e-mail.
- To communicate via e-mail and written reports or memos to all types of healthcare professional.
- To communicate effectively via the telephone, hence excellent telephone skills and manner are essential.
- Excellent presentation skills are needed when giving an educational talk i.e. verbal and use of overheads or PowerPoint. This may be in conjunction with the preparation of lecture handouts.
- Critical Incident forms (eg, Prism) may require completion following initial verbal communication with members of staff. This requires good written communication skills so that the report is unambiguous.

Internal contacts:

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

- Clinical Directors/Lead Clinicians and Consultants (e.g. discussing new services developments).
- Clinicians (e.g. discussing therapy options with individuals who have strong views on treatment choice, or advising on best treatment for patients). It is frequently necessary to contact prescribers if needed to ascertain clarity of prescriptions. This will usually require very good negotiation skills and verbal communication either in-person or over the telephone.
- 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). It may be necessary to give unwelcome news to patients/ ward staff relating to availability and timeliness of drugs/ prescriptions. This requires assertive verbal communication.
- Excellent communication skills are required with other members of the Pharmacy department to ensure that all prescriptions and related work are completed in a timely manner in respect of urgency and transport deadlines.

External contacts:

- Primary care organisations (e.g. Public Health Directorate, Pharmaceutical Adviser).

- Individual General Practitioners (e.g. confirming/ gathering patient specific information, liaising on patient discharge medication).
- Pharmacy Staff from other Trusts (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).

• **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 (delegated authority form 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 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 assist and liaise with the Pharmacist managing the area in which they are working.
- After training, to carry out suitable duties for Pharmacists managing a specific area in times of absence, to ensure that continuity of service is maintained.
- To assist in the development of services in association with medicines management. **Medicines management** is the whole process of how the drugs get from the pharmacy department to the patient. 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 doctors, nurses, porters, GPs, pharmacy staff etc.
- To take sole responsibility for dispensing of medicines and make vital decisions relating to patient dosages, as well as method of delivery including intravenous administration.
- To train staff to ensure an appropriate level of competence.
- To assist in the induction of new staff.
- To manage the clinical pharmacy service to a particular group of wards, as delegated by the Lead Clinical Pharmacist (Medical Division).
- To handle cash in respect of prescription charges or sale of medicines.
- To manage the pharmacy technicians and assistants while discharging role of Registered Pharmacist in the Dispensary, to ensure that an efficient service is maintained at all times.

- **CLINICAL GOVERNANCE**

- 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 investigate 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 participate in clinical audits as necessary.
- To promote, and adhere to, all applicable organisational and Departmental policies and procedures.
- To attend the Noble's Hospital Mandatory Training Programme.
- To be able to record untoward incidents on the "PRISM" system.
- Identify initiatives to further the pharmacy service.

- **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 of £5,000.
- 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 competently use the Pharmacy computer system for dispensing of medicines, stock control and ordering.
- To use the hospital computer system to access relevant patient information i.e. blood test results to ensure optimal patient care.
- To use the internet for communication purposes i.e. send and receive e-mails.
- To handle cash payments for prescription charges and private sales and complete the relevant documentation.
- To maintain records relating to Controlled Drugs and unlicensed medicines in accordance with the law relating to Pharmacy and local procedures.
- To use calculators and nomograms to determine dosages of drugs specific to age/ body weight/

surface area; dosages re-calculated to adjust for degree of renal / liver impairment; drugs with narrow therapeutic ranges between toxicity and lack of efficacy, calculations involving drugs administered by the intravenous route; infusion rates; concentration calculations; predictions of compatibility of drugs mixed together within fluids/ intravenous administration lines issues.

- To check the equipment in the aseptic unit is working correctly i.e. isolator units, air pressure maintenance devices and take appropriate action if this is not found to be the case.
- To ensure prescription forms are issued correctly and according to protocol.

• **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. This may require the ability to make decisions based on previous experience and knowledge in a non-pharmacy environment.
- To advise on the actions and properties of drugs and medicinal preparations, and their safe and effective use. This requires the use of pharmaceutical knowledge and judgement of the situation.
- To answer queries regarding the use of medicines from doctors, nursing staff, other healthcare professionals and patients using appropriate resources. This may involve locating information in appropriate textbooks, journals or accessing on-line databases. The information must then be reviewed using professional judgement, in order to answer the query in a clear and unambiguous manner.

In many cases decisions regarding drug treatment have to be made quickly, often with a lack of information, so a high degree of professional skill, experience and judgment is required.

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 2002.

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.

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)

.....

Date:

Job Holder's signature:

.....

Date:

Line Manager's name (please print)

.....

Line Manager's signature:

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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 within the dispensary whilst completing prescription validation i.e. the entire working day.
- 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.
- A current driving licence and access to a vehicle is desirable to respond to on-call requests to attend the Hospital "out of hours". Also it may be necessary to travel to external locations, such as Ramsey and District Cottage Hospital and St. Bridget's Hospice.
- Dispensing and checking, especially for psychiatry where small quantities of medication are frequently issued often into medidos systems. These are patient compliance aids where it can easily be seen when tablets are due to be taken and on which day of the week.

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.

Carry out clinical interventions.

- To change/ correct/ influence/ improve prescribing.
- To tell doctors best treatment choices/ courses of action (with respect to drug therapy) for specific patients.
- Several times a day, continuously for more than 2 hours.

Complete report forms.

- Reports for answers to medicines queries; critical incident and incident reporting, on average once a week.

Check documents.

- Prescriptions (inpatient, outpatient, discharge prescriptions for medical, surgical, women's health (including pregnancy), paediatrics, mental health, HIV, named patient medicines, off-license/ unlicensed medicines, restricted use medicines. This is done for most of the working day.

- For answers to medicines queries; critical incident and incident reporting.

Carry out calculations.

- For dosages of drugs specific to age/body weight/surface area; dosages re-calculated to adjust for degree of renal/liver impairment; drugs with narrow therapeutic ranges between toxicity and lack of efficacy, calculations involving drugs administered by the intravenous route; infusion rates; concentration calculations; predictions of compatibility of drugs mixed together within fluids/intravenous administration lines issues. This is done several times a day, continuously for more than 2 hours.

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, etc. e.g. MRSA patients on wards.
- Requirement to use visual display units daily.
- 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.
- Working alone as the On-call Pharmacist out of hours.
- Exposure to potentially dangerous drugs or other substances in or out of containers. i.e. all medication that isn't packed in blister packaging poses potential risk during dispensing & checking processes (accidental contact with skin, dust inhalation, unpleasant smells). Also inspection or handling of patients' own medicines which may be contaminated, inappropriately stored resulting in degradation to potentially harmful products, cytotoxic or hazardous (COSHH substance) in nature.
- Potential exposure to sharps e.g. needle-stick injury.

AGREEMENT OF ABOVE DESCRIPTION	
I have read and agree with the above description.	Date:
Job Holder's Name (please print)	
Job Holder's Signature:	Date:
Line Manager's Name (please print)	
Line Manager's Signature:	

ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

PHARMACY DEPARTMENT / OPERATIONS DIRECTORATE

PHARMACIST

PERSON SPECIFICATION

CRITERIA FOR SELECTION (Justifiable as necessary for safe and effective performance)	ESSENTIAL REQUIREMENTS (A clear definition for the necessary criteria)	DESIRABLE REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	METHOD OF ASSESSMENT (Application, CV, Portfolio, Certificates, Interview)	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	To be in possession of Pharmacy degree (BPharm, BSc (Pharm), MPharm or equivalent). Registration as a pharmacist with the General Pharmaceutical Council following 1 year pre-registration experience including a pre-registration exam.	Certificate in Pharmacy Practice. Diploma in Clinical Pharmacy. Professional registration with the Royal Pharmaceutical Society of Great Britain	Certificate Certificate	
KNOWLEDGE & EXPERIENCE	Pre-registration training experience in hospital or community pharmacy Commitment to Continuous Professional Development (CPD). A minimum of 1 year's recent pharmacy experience. Good all round clinical knowledge and practical clinical skills. Ability to liaise with other Health Care Professionals.	Previous experience in Hospital Pharmacy. Teaching/training experience. Clinical knowledge of the principles of pharmaceutical care of patients. Evidence of further education/training in clinical pharmacy practice. Basic understanding of Clinical Governance Experience of providing a clinical pharmacy service to a hospital ward.	CV Interview, portfolio CV	
SKILLS & ABILITIES	Excellent communication skills are required i.e. verbal, telephone, e-mail, written. Excellent team-working skills Good IT skills and knowledge. Ability to make decisions and work independently.	Ability to teach and give presentations to healthcare professionals and others. Initiative, self motivation. Ability to cope with occasional distressing circumstances e.g. when dealing with seriously ill patients.	Application form Certificates Interview	

	<p>Meticulous and able to work to a high specification of accuracy paying full attention to detail.</p> <p>Able to show empathy with staff under pressure.</p> <p>Good organisational skills.</p> <p>Ability to concentrate for prolonged periods of time on the review of complex prescription regimes, dose calculations, statistics, reports and policy documents.</p>	<p>Ability to negotiate a positive outcome with senior pharmacy, medical, nursing staff and patients.</p>		
PERSONAL ATTRIBUTES	<p>Enthusiastic, committed.</p> <p>Positive attitude to ongoing training and development.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Be empathetic and have good influencing and persuasion skills.</p> <p>Ability to understand the requirements of confidentiality.</p> <p>Confident when dealing with staff of other disciplines at all levels of seniority.</p>		<p>Application form</p> <p>Interview</p>	
OTHER RELEVANT REQUIREMENTS	<p>Flexible and dependable worker</p> <p>Good timekeeper</p> <p>Ability to work standing up for long periods of time</p> <p>Self motivated.</p> <p>Health cleared by Occupational Health to carry out the full range of duties of the post.</p> <p>Able to take responsibility for the security of the pharmacy department.</p>	<p>Driving licence with access to own vehicle</p>	<p>Application form</p> <p>Interview</p>	