

Generic Job Description

Consultant Pharmacist

Grade:	8b-d
Based at:	Operating sites as required
Accountable to:	Head of Pharmacy/Clinical Director of Pharmacy/ Divisional director or equivalent
Managed by:	Manager or clinical leader for <i>Specialist Area</i> / Chief Pharmacist/Clinical Pharmacy Manager
Liaison with:	<ul style="list-style-type: none">• Pharmacy staff (clinical specialists, generalists, education, safety)• Clinical lead for specialism/ <i>Specialist Area</i> clinical staff• Local health economy pharmacy colleagues• National specialist colleagues• Patients and patient representatives in <i>Specialist Area</i>• Academic colleagues• Commissioners
Manages:	<i>Specialist Area</i> pharmacy team as appropriate

Aim of the role:

The Consultant Pharmacist, as the expert within their Specialist Area of practice, provides a dynamic link between clinical practice and service development by creating new models for delivering patient care ensuring the best experience and outcomes for patients from their medicines whenever and wherever their care is delivered.

Job Purpose

1. To provide a service to the *Specialist Area* optimising patient outcomes and improving the patient experience, working within patient care pathways across sectors and healthcare boundaries.
2. To manage, strategically lead and co-ordinate the pharmacy team in the provision of a safe, effective and efficient clinical pharmacy service to the *Specialist Area*, in accordance with local and national standards and strategy.
3. To contribute to improving health outcomes for patients using a holistic approach to care, ensuring the safe and effective use of medicine through provision of medicines-related aspects of patient care.
4. To promote improvements in quality, safety and cost effectiveness of medicines use and supporting holistic management of clinical conditions, influencing the wider community of practice.
5. To ensure all members of the *Specialist Area* pharmacy team are trained and competent for their role through training and appraisal.
6. To accept case referrals for medicines optimisation in the relevant *Specialist Area*.
7. To act as a mentor and role model as an expert clinical pharmacist; manager and leader.
8. To use innovation to support effective patient outcomes, safety and experience aligned with relevant national agenda.
9. To lead and deliver education and training in the *Specialist Area* for pharmacy and other

healthcare professionals across the health economy.

10. To lead, undertake, supervise and publish research in *Specialist Area*.
11. To lead and role model in the field locally, regionally and nationally.
12. To fulfil the role of Consultant Pharmacist in *Specialist Area* as described in the Department of Health Guidance for Development of Consultant Pharmacists Posts (2005) http://www.codeg.org/fileadmin/codeg/pdf/DH_cons_pharm.pdf or updated guidance.
13. In line with the National Profiles for Pharmacy, produced by NHS Employers, the consultant pharmacist post requires the postholder to:
 - a. Be responsible for leading and delivering highly specialist pharmacy service; undertake relevant risk management and ensure compliance with medicines legislation
 - b. Provide expert advice on pharmaceutical matters in specialist field
 - c. Lead and develops clinical audit; co-ordinate and undertake research; provide specialist training

for further information see

<http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/Pharmacy.pdf>

Core responsibilities

Clinical Practice Role

1. To maintain a clinical expertise and develop particular areas of interest as appropriate and relevant to the substantive role and in accordance with the Organisation and Pharmacy strategy.
2. To be recognised as an expert within the speciality of clinical pharmacy, locally and nationally and/or internationally.
3. To demonstrate expert clinical knowledge, accepting case referrals for medicines optimisation within *Specialist Area*, managing and making referrals to other members in the multidisciplinary team.
4. To provide a clinical pharmacy service according to Organisation agreed standards and lead pharmacy service for *Specialist Area*, acting as clinical role model and inspiring others to excel in practice.
5. To ensure medicines are used appropriately, safely and cost-effectively in accordance with Organisation policy, standard operating procedures and medicines legislation.
6. To monitor medicines use within *Specialist Area*, includes recording of significant clinical interventions and risk management including:
 - Investigating and resolving of all complaints in *Specialist Area*
 - Recording significant clinical incidents/near misses
 - Ensuring compliance with medicines legislation and local policies
 - Investigating and resolving of all medication incidents and complaints in the directorate.
7. To use available information to influence prescribers and ensure patient-centred and cost-effective choice of therapy.
8. To be aware of and adhere to Organisation Corporate Governance commitments and contribute to the monitoring of safe, effective and economic use of medicines in the directorate in accordance with national and local guidelines, working with appropriate colleagues. To ensure pharmacy staff in the *Specialist Area* pharmacy team are involved in clinical governance in medicines use, including audit of medicines use and review of medication incidents and other aspects of medicines safety such as implementation of safety alerts; CQC outcomes and NHSLA recommendations.
9. To lead on and participate in clinical audits, quality improvement projects and development and implementation of treatment protocols and guidelines for use of medicines within *Specialist Area*, using quality improvement skills and methodology where required and linked with local/regional QI-groups/bodies or the Health Foundation.
10. To tutor clinical pharmacists undertaking postgraduate qualifications and to tutor other pharmacists and pre-registration students in *Specialist Area* as required.
11. To participate in clinical patient review with multidisciplinary teams, clinical meetings and/or clinics as appropriate in order to provide medicines-related advice to prescribers and other health care professionals.
12. To develop good working relationships and communication with clinical and managerial staff within *Specialist Area* and provide a link regarding all aspects of the Pharmacy Service within the organisation and the local health economy.

13. To develop personal practice research in accordance with the Organisation and pharmacy strategy, including supervising research, creating and maintaining links with Higher Education Institutions (HEI's) to support undergraduate year, masters and doctorate students as appropriate. To collaborate with HEI's to develop collaborative research programmes.
14. To maintain a portfolio of practice, for example, regularly submitting portfolio to RPS faculty. To support colleagues in developing evidence for practice, for example, supporting RPS faculty submission within *Specialist Area*.
15. To contribute to local, national and international specialist interest groups and conferences/meeting and relevant networks.
16. To practice as a non-medical prescriber as appropriate and when registered with the GPhC and the Organisation and to prescribe within the Organisation's policy for Non-medical prescribing. This may include ordering and interpreting diagnostic tests, prescribing and monitoring therapy, recording and communicating interventions and action plans, all of which may need regular follow up and adjustment.
17. To provide teaching for the pharmacy and *Specialist Area* staff as agreed within organisation, for example to other health professionals within local health economy and to HEI's supporting Education leads in the organisation and where appropriate, support postgraduate qualifications.
18. To act as knowledge resource for medicines-related issues within the pharmacy and teams and more widely as appropriate.
19. To plan, manage, monitor and review therapeutic programmes.
20. To appropriately manage difficult and ambiguous problems, managing uncertainty, and to make decisions with limited information.
21. To demonstrate an intuitive grasp of situations based on deep tacit understanding.
22. To demonstrate a whole-system patient-focussed approach.
23. To demonstrate advanced level of clinical reasoning and judgement.
24. Where appropriate, to provide clinical pharmacy cover for other pharmacy team members on a reciprocal basis.

Clinical Service Organisation and Management role

25. To manage the team within the *Specialist Area* in accordance with Organisation policy and procedures, for example, pharmacy rotas in the *Specialist Area* including cover for sickness, vacancies and leave and performance management.
26. To deputise for the manager at high level meetings in the absence of or at the request of the manager or lead to whom Consultant Pharmacist is accountable.
27. To represent pharmacy at organisational level meetings as required by manager or lead to whom Consultant Pharmacist is accountable.
28. To develop a good working relationship and communications with clinical and managerial staff in *Specialist Area*, and provide a link regarding all aspects of Pharmacy service across local health economy.

29. To ensure effective communication within the *Specialist Area* pharmacy team, between the team and the rest of the Pharmacy, within the organisation and external to the organisation as appropriate.
30. To demonstrate professional accountability to service users, stakeholders, and the profession.
31. To participate in staff recruitment to maintain service provision.
32. To provide out of hours access to specialist clinical advice as per rota.
33. To identify and prioritise the strategic development of the clinical pharmacy service to *Specialist Area*, in line with local and national strategy and standards, identifying and managing the risks involved and working with colleagues to develop overall clinical pharmacy strategy across the trust.
34. To develop extended roles for pharmacy staff to improve the effectiveness of the service.
35. To be accountable for the production and implementation of business plans, and to contribute to business case development within the Pharmacy and Medicines Management Directorate and *Specialist Area*, liaising with the pharmacy senior staff ensure any impact on the clinical and operational aspects of pharmacy services are fully identified and resourced, as well as colleagues across the health economy and relevant national organisations.
36. To identify new prescribing practices and ensure and monitor the safe, efficient and economic use of medicines in the *Specialist Area*, in accordance with national and local guidelines, working with appropriate colleagues.
37. To ensure the development, implementation and monitoring of protocols for medicines usage in response to clinical and business needs of the Organisation and *Specialist Area*, and that these are integrated across the Organisation and within local health economy as appropriate.
38. To provide appropriate support to other *Specialist Areas* within and outside the organisation, working within them as appropriate. To identify resources required to improve clinical pharmacy services to *Specialist Area*.
39. To encourage pharmacists in *Specialist Area*, to be aware of developments and develop expertise in their area of specialist practice and share good practice and act as a resource.
40. To ensure analysis of drug usage trends to identify and implement cost improvement initiatives and to play a significant role within the *Specialist Area*.
41. If appropriate, to ensure appropriate support and management of clinical trials medicines and unlicensed and compassionate use medicines within *Specialist Area*, in accordance with national and Organisation policy.
42. To encourage, supervise, and lead clinical and practice research, to improve medicines use and pharmacy practice, demonstrating advanced/expert skills in drug utilization review, evaluation and audit.
43. To support the managed introduction of new medicines to *Specialist Area*, by supporting clinicians in making submissions to the Medicines and Therapeutics Committee or equivalent and to support the organisation finance manager in securing funding before usage.
44. To ensure a patient-focused approach to medicines management within *Specialist Area* and that patients are provided with appropriate verbal and written information about their medicines.
45. Any other reasonable duties requested by the lead to whom the Consultant is accountable.

Consultant pharmacist role outline

Adapted from 'Guidance for the Development of Consultant Pharmacists' Dept. of Health 2005

Expert practice

1. To provide strategic advice to the lead to whom the consultant pharmacist is accountable.
2. To accept referrals of patients from clinical pharmacy colleagues and other clinicians to solve complex medication related problems.
3. To be sought as an opinion leader regarding pharmaceutical care in *Specialist Area*.
4. To work across traditional boundaries (professional and geographical) to enhance practice in *Specialist Area*.
5. To act as an ambassador for pharmacy to other professional groups in *Specialist Area*.
6. To keep abreast of and be at the forefront of developments in *Specialist Area* pharmacy practice and relevant general practice.

Research, Evaluation and Service Development

7. To interpret national guidance, research and audit and where it does not exist to formulate an expert opinion and/or contribute to the evidence.
8. To work with professional bodies to set standards of care / draw up and/or review clinical guidelines where appropriate.
9. To develop research links, establishing research partnerships within pharmacy and multi-professional groups, Higher Education Institutes and where appropriate, with Academic Health Science Centres and Networks.
10. To establish and contribute to a pharmacy practice research strategy for *Specialist Area*; which takes account of new ways of working and developments in the delivery of health care closer to home, integrating research evidence into practice.
11. To seek funding to support research through sponsorship, research grant applications,
12. To identify gaps in the evidence base, undertake research, and support others undertaking research. To submit and publish findings in appropriate peer reviewed journals.

Education, Mentoring and overview of practice

13. To support and develop pharmacists outside the organisation through broad clinical and professional networks (peer support / peer review).
14. To develop academic links with Higher Education Institutions both within pharmacy and other professions.
15. To maintain a portfolio of practice, for example, regularly submitting portfolio to RPS faculty. To support colleagues in developing evidence for practice, for example, supporting RPS faculty submission within *Specialist Area*.

Professional Leadership

16. To be recognised nationally as having attained the highest levels of pharmaceutical expertise in *Specialist Area*.
17. To expand the boundaries of the pharmacy profession within *Specialist Area*.
18. To shape the direction of local or national groups pertaining to *Specialist Area*.
19. To actively support and encourage others to work with relevant national agendas to improve patient satisfaction through safe, evidenced based use of medicines as part of everyday practice.
20. To use innovation to improve patient outcomes; safety and experience and improve cost effectiveness.
21. To identify vision for delivery of pharmaceutical services to *Specialist Area*, and to be accountable for the delivery of this vision within the boundaries of national and local priorities.
22. To identify and promote best pharmacy practice.
23. To motivate and inspire others.

Professional Role

24. To ensure confidentiality is maintained at all times.
25. To be professionally accountable for actions and advice.
26. To use experience and clinical judgment to assist in problem-solving and trouble-shooting within the Pharmacy department.
27. To meet the standards of working professional practice in the GPhC Code of Ethics.
28. To give professional support to the site operational managers.
29. Where relevant to individual role: to support the dispensary work, participate in weekend and bank holiday working, participate in training and competency assessment of pre-registration pharmacist trainees, diploma pharmacists and student pharmacy technicians.
30. Any other reasonable duties requested by the lead to whom the Consultant is accountable.

Behavioural competencies and skills for the role

As specified in the Department of Health Guidance for Development of Consultant Pharmacists Posts (2005) See also RPS faculty framework <http://www.rpharms.com/faculty/about-the-faculty.asp>

This role requires a majority of competencies at Mastery in the following three clusters:

- Expert Professional Practice
- Collaborative working relationships
- Leadership

And a minimum of a majority at Advanced level 2 for the following clusters:

- Management,
- Education, Training & Development
- Research & Evaluation.

It is expected that the postholder will achieve FOUR clusters at Mastery within two years of undertaking the post.

The following section may be standardised for each organisation:

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the Major incidents Policy and the Fire Policy

And should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibilities for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Organisation Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Organisations' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Organisation has the following key responsibilities:

Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas

and/or between each patient contact.

Staff members have a duty to attend mandatory infection control training provided for them by the Organisation.

Children's Rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

Safe guarding children and vulnerable adults

The Organisation is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the Organisation there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Organisation email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Serious Untoward Incidents

All staff must report incidents and near misses so that the Organisation can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Organisation Incident Reporting Policy.

- 1) This Post is subject to appraisal, which is a two way process.
- 2) This job description is not definitive or restrictive in any way and should be regarded only as a guide to the duties required, and also it will be understood that at a time of rapid change within the Health Service other responsibilities may be added, as determined by the Chief Pharmacist. The job description does not form part of the contract of employment.
- 3) The post-holder will be expected to participate in flexible working if introduced.
- 4) Out of hours working may be included and participation in such arrangements will be required.
- 5) Pharmacists will be required to participate in on-call arrangements according to site and experience.
- 6) Individual's continuous professional development needs will be identified and supported.

Person Specification for Consultant Pharmacist, *Specialist Area*

Essential Qualities	Evidence
BPharm / MPharm	Application, Certificate checked
Member of GPhC Accredited at Advanced level 2* or Fellowship of RPS faculty or equivalent in line with Department of Health 2005 Guidance for the Development of Consultant Pharmacist Posts Member of relevant Professional Groups (e.g. UKCPA)	Application, Registration checked List groups checked
Shapes direction of professional group (current or previous Committee Member or Member of Expert Practice development group - desirable)	Application, Portfolio (RPS faculty), Interview
Post Graduate Clinical Pharmacy Diploma/MSc qualification or equivalent experience	Application
Meets or exceeds Department of Health Consultant Pharmacist Framework competencies*	Application, Portfolio/RPS faculty Mastery/RPS advanced stage II (Expert practice, building working relationships, leadership at mastery+3 advanced stage II), Interview
Qualification as Independent prescriber Current (desirable) Within 12 months of appointment (essential)	GPhC registration checked
Experience of managing a team (Formal management qualification – desirable)	Application, Portfolio, Interview
Broad clinical or directorate pharmacy provision in a number of different clinical areas	Application, Portfolio, Interview
Appropriate and current clinical experience in <i>Specialist Area</i>	Application, Portfolio, Interview
Proven experience of working at a strategic level with senior clinicians and managers and experience of working in an integrated directorate team	Application, Portfolio, Interview
Proven experience of working at a strategic level across the wider health community	Application, Portfolio, Interview
Proven budget management or monitoring ability and demonstrable success in achieving savings	Application, Portfolio, Interview
Provision of drug usage and expenditure reports and use of financial reports to influence business cases and clinical practice	Application, Portfolio, Interview
Recognition as an expert nationally through publications / presentations or officer in a national group	Application, Portfolio, Interview
Proven medicines related policy development and implementation.	Application, Portfolio, Interview

Proven experience of managing and developing a service within limited resources	Application, Portfolio, Interview
Negotiating and influencing skills	Application, Portfolio, Interview
Problem identification, prioritisation and solving	Application, Portfolio
Demonstrable experience of change management at a pharmacy level (Organisation or outside Level – desirable)	Application, Portfolio, Interview
Experience as a clinical tutor for Higher Education Institution diploma	Application, Portfolio, Interview
Formal teaching / training/ mentoring training	Application, Portfolio, Interview
Proven time management skills and an ability to work under pressure	Application, Portfolio, Interview
Excellent interpersonal skills	Application, Portfolio, Interview
Visionary and ability to motivate others	Application, Portfolio, Interview
Proven facilitative leadership skills	Application, Portfolio, Interview
Enthusiasm and self motivation	Interview
Assertiveness	Application, Portfolio, Interview
Professional and personal integrity	Application, Portfolio, Interview
Recognised equitable approach	Application, Portfolio, Interview
Understanding of NHS finances	Application, Portfolio, Interview

* **Minimum clusters 1, 2 and 3 at mastery**

Created by

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