

Lead Pharmacist, Medicines Information

Department: Health and Community Services (HCS)

Division: Pharmacy

Reports to: Pharmacy Services Manager

JE Ref: HCS633

Grade: CS12 **JE Date:** 27/05/2020

Job purpose

Manage, develop and deliver a comprehensive Medicines Information (MI) service to healthcare professionals and patients, both within and outside of HCS.

Maintain and develop the HCS prescribing formulary and facilitate therapeutic switch programs in order to ensure cost-effective use of medicines.

Deliver a highly specialist clinical pharmacy service to a designated area.

Job specific outcomes

1. Co-ordinate and deliver a Medicines Information service to ensure that accurate, evaluated and timely information is provided to internal and external customers.
2. Apply professional expertise and judgement when receiving and answering medicines enquiries, to ensure the safe and clinically effective use of medicines.
3. Maintain and develop an electronic enquiry database and management system (MI Databank) for the efficient storage and retrieval of past enquiries and the production of workload reports.
4. Disseminate medicines information as appropriate to pharmacy staff, to enable access to the information they need to deliver services.
5. Performance manage direct reports, and manage the delivery of the MI training and education programme to pharmacists and technicians.
6. Work with the Pharmacy Services Manager to develop the MI service to ensure that the service meets national standards, including the participation in internal and external audits and the implementation of improvements.
7. Provide specialist information to support formulary decisions by the Drugs and Therapeutics Committee, and maintain the hospital medicines formulary. Monitor compliance with the formulary and provide appropriate reports for consideration by the Drugs and Therapeutics Committee.

8. Work as a member of the multi-professional health and care teams, providing highly complex clinical pharmacy advice and expertise to peers, patients and management to ensure that best practice is promoted and delivered to patients, within a specialist area.
9. Perform clinical and technical checks of aseptically prepared products, including complex chemotherapy and TPN regimens, to ensure that the aseptic preparation service receives the clinical and operational support that it requires to deliver a high and accurate level of service.
10. Provide planned sessional clinical and professional supervision with the pharmacy dispensary.

Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Vocational (four year) master's degree in pharmacy.</p> <p>plus</p> <p>Registration with the General Pharmaceutical Council (obtained by completing one-year post-graduate pre-registration training with final examination).</p> <p>plus</p> <p>Post-graduate MSc or Diploma in Clinical Pharmacy.</p>	<p>National Medicines Information Training Course.</p>
<p>Knowledge</p>	<p>Specialist knowledge of therapeutics of common disease states and frequently used therapeutic regimes.</p> <p>Well-developed knowledge of pharmaceutical technical and clinical procedures acquired through training and experience.</p> <p>Knowledge of checking dispensed prescriptions</p>	

	<p>and supervising staff within the Pharmacy.</p> <p>Up to date knowledge of national guidelines and legislation relating to medicines use and pharmacy practice.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p>	
<p>Technical / Work-based Skills</p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p>	
<p>General Skills/Attributes</p>	<p>Well-developed practical, clinical pharmacy skills.</p> <p>Strong relationship building with both internal and external stakeholders, up to and including at a senior level.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Strong problem-solving acumen.</p> <p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas.</p>	

	<p>Supports the development of and shares learning with other members of staff.</p> <p>Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p> <p>Flexible approach to work.</p>	
<p>Experience</p>	<p>A minimum of 4 years post-registration experience in hospital practice, including 2 years' experience in clinical pharmacy practice, including medicines information.</p> <p>Completed comprehensive rotations in hospital pharmacy including medicines information and clinical pharmacy.</p> <p>Experience of working effectively within a multidisciplinary team.</p> <p>Facilitation and tutoring of pharmacy staff.</p>	