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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | **Advanced Pharmacist - Lead for Neighbourhood Mental Health Teams** |
| **AGENDA FOR CHANGE BAND** | 8A |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 3601 |
| **DBS LEVEL** | Enhanced DBS with Both Barred Lists Check |
| **REPORTS TO** | **Deputy Head of Nursing / Head of Pharmacy** |
| **ACCOUNTABLE TO** | **Head of Pharmacy** |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
| This post is essential for the delivery of a modern, specialist mental health service across the primary-secondary care interface in the health community.  The post holder will be the strategic lead for the Pharmacy provision across Neighbourhood Mental Health Teams. They will oversee a team of Pharmacists and Technicians across LLR, ensuring the medicine related needs of service users living in the community with complex mental health needs are met.  The post holder will use their experience, skills and initiative to develop, co-ordinate and provide a high-quality clinical pharmacy service to community based patients and their carers within Leicestershire Partnership NHS Trust (LPT).  The post holder will be an expert in psychiatric therapeutics and provide a specialist referral point for all health and social care professionals working within the neighbourhood teams. | |

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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge 2. To be responsible in the use and expenditure of the Trust’s resources that you utilise 3. Delivery of Effective Healthcare within the organisation 4. Establishing Effective Leadership and Communication 5. Continuing Education, Professional and Personal Development    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role    2. Participate in supervision via agreed review and appraisal mechanisms    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. 6. Clinical Governance, Reduction of Risk, Audit and Research 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner 8. Operating with Quality in everything you do and Maintaining a Safe Environment 9. To co-ordinate and lead in the planning, development, management and provision of a clinical pharmacy service to allocated neighbourhood mental health services within the Trust. 10. To ensure the pharmaceutical service provided meets the Care Quality Commission and RPS medicines related standards. 11. To work closely with other inpatient and neighbourhood-based specialist clinical pharmacists to ensure that seamless pharmaceutical care is provided throughout each patient’s journey through the various Trust and external services. 12. To help support and maintain clients in the community by using expert knowledge to advise them (and their carers) about how to optimise their medication therapy. 13. To prescribe medications to designated clients within the scope of the post-holder’s professional competency. This may include running regular out-patient clinics. 14. To regularly undertake patient counselling to improve medicines adherence and patient-centred care and choice of medication. 15. To ensure that clinical pharmacy activities are of the high standard expected of a specialist psychiatric pharmacist, in accordance with departmental and national standards. 16. To accompany community team members on domiciliary visits when required to improve pharmaceutical care of patients.      1. To ensure all team members comply with medicines management standards, policies and procedures as per LPT’s Medicines policy within their area of responsibility. 2. To provide training to team members to ensure compliance with the above. 3. To ensure safe and secure handling of and access to medicines takes place in community settings with appropriate record keeping at all stages. 4. To co-ordinate the supply of medicines from the relevant pharmacy supplier if needed. 5. To ensure medicines waste is minimised and provide financial evidence of this within the team(s). 6. To keep accurate records of interventions made, including the outcome to the patient. 7. To keep required records of incidents/errors found within the team and report via the Trusts Incident Reporting system and encourage a good reporting culture within the team(s). 8. To be involved in the supervision/training of junior pharmacists, pre-registration pharmacists, pharmacy technicians and pre-registration pharmacy technicians. 9. To lead on the production of local shared care arrangements and other primary/secondary care interface issues. To lead the implementation of these within their area of responsibility. 10. To monitor and advise on prescribing trends from both pharmacy and FP10 data within their area of responsibility, and promote and deliver cost effective prescribing. 11. To support the Lead Pharmacist – Education & Training on a formal training/education programme for clinical and non-clinical staff in the Trust. To provide training on this programme. 12. To answer queries about medication issues at all levels of complexity, using specialist resources specialist knowledge and professional judgement. 13. To undertake and take responsibility for personal development and continuing education and training as necessary to ensure a high level of competency required in carrying out tasks. 14. To take the initiative to improve the effectiveness of clinical pharmacy service provision by means of audit and quality improvement where possible. 15. To deliver any other duties required by the Neighbourhood Team Manager to ensure continuity and development of the service.   **Other:**   1. To undertake Continual Professional Development, continuing education and training as necessary to ensure a high level of competency required in carrying out tasks. 2. To participate in regular staff appraisal and supervision. 3. To comply with pharmacy procedures and ensure others do so. To ensure that CDs are supplied and stored in accordance within legal regulations within the Neighbourhood Mental Health Teams and pharmacy team. 4. To maintain safe systems of work at all times and to comply with the Health and Safety at Work Act.   **Leadership/Strategic**   * 1. Provide strategic direction and leadership to the Neighbourhood pharmacy teams ensuring the medicine related needs of service users living in the community with complex mental health needs or learning disabilities are met.   2. Lead, deliver, develop, and evaluate pharmacy services provided to neighbourhood teams and the service users they support.   3. Lead, develop, deliver and evaluate partnership working initiatives with primary care teams to support them to deliver the best quality care across LLR.   4. Provide oversight of systems and processes relating to the transfer of prescribing across all areas of trust practice and lead on the development and implementation of initiatives to support safe practice.   5. Lead discussions with identified specialist services regarding the medicines optimisation agenda and support the development of actions plans, risk assessments and risk mitigation approaches where required.   6. Encourage innovation, development and implementation of partnership and collaborative working with other services (internal and external) to support the medicine optimisation agenda across LLR.   7. Working in partnership promoting greater integration and efficiencies across services for mental health, physical health, and management of long-term condition to embed a holistic approach to a patients care.   8. Contribute to developing the multi-disciplinary workforce to ensure the optimal use of medicines within the Trusts and across the city/beyond.   9. Line manages members of the pharmacy team, covers for other senior colleagues and deputise for the Head of Pharmacy as appropriate.   10. As a member of the Pharmacy Management Team, help develop a strategic vision and delivery plan for the Neighbourhood pharmacy service and take a lead role in supporting the team to implement this through the provision of managerial/professional support, direction, and advice.   11. Act as a role model in Neighbourhood clinical pharmacy practice, providing specialist clinical services to designated areas of the Trust.   12. Lead on the financial evaluation of Pharmacy roles within neighbourhood teams including bids for future developments.   13. Present and interpret budgetary information to teams to ensure that significant trends and variances are highlighted together with proposals for remedial action. |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| The post holder will communicate complex and sensitive information to and from patients, and other healthcare staff including medical and nursing staff. These communications may require tact and diplomacy as patients and others may need to be challenged about their current practice and be guided towards improvement.  There will also be regular communication with the pharmacy team within LPT and in other Trusts such as University Hospitals of Leicester. |
| **ENVIRONMENTAL FACTORS**  Physical Effort  There may be a required to be participate in MAPA.  There may be a requirement for sitting and standing in a restricted position, i.e. administering medication  Mental Effort  There is a frequent requirement for prolonged concentration when administering medications, dispensing and final checking prescriptions  Emotional Effort  Exposure to distressing or emotional circumstances such as care of the terminally ill  Working Conditions  Frequent exposure to unpleasant working conditions  There may be a requirement to deal with highly unpleasant working conditions  In some areas there may be a required to carry a panic alarm |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

**OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME**

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
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| **Appli-cation form** | **Intervi-ew** | **Test** | **Prese-ntation** |
| Demonstrates a commitment to the Trust’s Behaviours **1.1** Valuing one another  **1.2** Recognising and valuing people’s differences  **1.3** Working together  **1.4** Taking personal responsibility  **1.5** Always learning and improving | 3  3  3  3  3 |  | X  X  X  X  X |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  **2.1** Masters degree in Pharmacy (or equivalent).  **2.2** Statutory registration with the General Pharmaceutical Council, UK.  **2.3** Clinical or psychiatric postgraduate certificate or willing to work towards.  **2.4** Clinical or psychiatric postgraduate diploma or willing to work towards.   * 1. Membership of the CMHP   2. Membership of the Royal Pharmaceutical Society, UK.   3. Independent prescriber or willing to work towards. | 3  3  3  3  1  1  3 | X  X  X  X  X  X  X |  |  |  |
| Knowledge and Skills  1. Excellent verbal and written communication skills. 2. Demonstrates expert clinical knowledge and skills. 3. Effective problem identification and solving skills. 4. Excellent presentation skills. 5. Good organisation skills. 6. Up to date knowledge of NHS and DOH policies and publications relating to medicines, especially national patient & medicines safety agendas. 7. Critical appraisal skills. 8. Demonstrates advanced level of clinical reasoning and judgement. 9. Ability to identify and manage risk. 10. Ability to manage, organise and prioritise work load and meet deadlines – good time management. 11. Ability to maintain quality standards of work, including when under pressure. 12. Ability to identify skills/knowledge requiring development and take action to address these. 13. Diplomatic, assertive, hard-working and conscientious. 14. Change agent and supportive approach to change. 15. Ability to work alone, make reasonable decisions autonomously and equally able to work effectively as part of a team. 16. Demonstrates an empathic nature. 17. Emotionally intelligent 18. Demonstrates and displays a sound understanding of professional boundaries. 19. Patient and supportive approach. 20. Professional manner and appearance. 21. Reliable. 22. Role model for junior staff, clinically and professionally. 23. Self-motivated, enthusiastic and confident. 24. Demonstrates leadership skills. 25. Adaptable in working practices, including flexibility to teach topics outside own area of expertise. 26. Ability to clearly explain pharmacy-related concepts to senior staff. | 3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3  3 | X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X | X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X |  |  |
| **Experience (both work and ‘life’ related)**   1. Suitable number of years post-registration experience as a practising pharmacist. 2. Minimum of 2 years substantive experience in mental health pharmacy. 3. Experience in audit, project or research facilitation or management. 4. Experience of established multidisciplinary team working. 5. Experience of service planning and development. 6. Experience of providing patient information and therapeutic engagement. 7. Experience of teaching and training health care professionals at a range of levels (undergraduate and postgraduate). 8. Experience of managing unpredictable work patterns and to effectively manage situations where concentration may be frequently interrupted. | 3  3  3  3  3  3  3  3 | X  X  X  X  X  X  X  X | X  X  X  X  X  X  X  X |  |  |
| **Personal Attributes**   1. Evidence of CPD. 2. Positive and Optimistic 3. Well-organised 4. Ability to achieve demanding tasks and objectives against deadlines | 3  3  3  3 | X  X  X  X | X  X  X  X |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | 3  3  3 | X  X  X | X  X  X |  |  |
| **Mobility**  Own transport or suitable alternative. Dependence on public transport is not suitable for this role | 3 | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |