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## JOB DESCRIPTION

### GENERAL INFORMATION

**Title:** Senior Pharmacist, Electronic Prescribing and Medicines Administration (EPMA) and Clinical Informatics

**Grade:** 8a

**Job base:** Royal Brompton Hospital with cross site working

**Accountable to:** Lead Pharmacist, Digital Innovation and Technology

### Disclosure & Barring Service (DBS) checks (please delete as appropriate):

Enhanced



### Job summary

To be responsible for the management and support of Electronic Prescribing and Medicines Administration (EPMA) systems in the Trust, and for maintaining the quality of data and reporting capability that is derived from these systems.

To manage the Digital Innovation and Technology (DIT) Team and lead delivery of the daily workload of those members of the team working on EPMA systems. This includes the management, delivery and maintenance of the MedChart EPMA system and the ICCA Adult and Paediatric Critical Care Prescribing Module.

To initiate projects which deliver improvements to the EPMA systems, ensuring the continuation of safe and effective systems of working and be responsible for realising benefits from these enhancements.

To support and deputise for the Lead Pharmacist, Digital Innovation and Technology or Lead Pharmacist, Clinical Innovation and Quality Improvement in exploring new and innovative ways of working in relation to electronic medicines management, including the possible introduction of an integrated Electronic Health Record (EHR). This will include deputising at Trust Clinical and Leadership groups, and pro-actively suggesting and implementing improvements to the Clinical I&T systems to improve their usage.

To work with the Lead Pharmacist for Digital Innovation and Technology to facilitate EPMA system integration, interoperability and overall enhancement, in line with developments in digital technology.

To work with the Pharmacy Computer Services manager to ensure the continued maintenance of the Omnicell automated drug delivery/storage systems, the JAC

Pharmacy system and Prescription Tracking software where they impact the electronic prescription and administration of medicines.

To optimise the benefits of EPMA and digital medicines technology in relation to reporting and data analytics the post holder will:

- Work closely with the I&T Clinical Informatics team to ensure that suitable reporting is developed and implemented for the use of EPMA and other digital medicines optimisation systems, to allow data to be collected to improve patient care and experience.
- Be responsible for maintaining and developing the EPMA and other digital medicines optimisation reports within the Pharmacy department.
- Support the Clinical Informatics team with requests for data and ensure the integrity of the clinical data accessed by them.
- Identify opportunities to produce and utilise data to help ensure patient safety and support improvement in working practices
- Share meaningful information with system users to encourage and support reflective practice, sharing learning and process improvement

To be accountable for their professional actions in the area of EPMA and Pharmacy practice, and strive to be an expert in the field. To be guided by national and local policies and represent the Trust at conferences and study days relating to EPMA.

To ensure that through the provision of Pharmacy services to patients and carers, there is safe and effective use of medicines.

To provide advice to patients and healthcare professionals on medication issues in order to achieve the best outcomes for the Patient and Health Service.

To play a major role in the continuous development of the Trust as a member of the Pharmacy team and as a potential member of a range of Trust quality/process improvement project groups.

## **Main tasks and responsibilities**

- **Communication**

To effectively communicate with all healthcare professionals to ensure EPMA supports the safe, clinically effective and cost efficient use of drugs.

To effectively communicate information and guidance relating to EPMA systems to all levels of multidisciplinary staff in a timely manner.

To support the Pharmacy and Clinical teams through EPMA upgrades and service developments. This will include close liaison with the multi-disciplinary teams in clinical areas.

To act as the link between software providers and the EPMA team.

To provide appropriate information to anyone, in a timely manner, relating to EPMA issues. This can be to people outside the trust in specialist areas.

To maintain the cultural change required in the introduction and adoption of EPMA.

To work effectively as a team member.

To attend relevant meetings with peer groups.

To act as a clinical role model and to demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines for patients.

To work across traditional boundaries e.g. tertiary / secondary care to provide seamless pharmaceutical care.

To communicate effectively to patients/carers about medications used to facilitate concordance.

- **Patient/customer care (both direct and indirect)**

To ensure that the delivery of safe, effective and responsive care to our patients remains at the core of all digital medicines optimisation developments.

To resolve any EPMA or other digital medicines optimisation related incidents in a timely and efficient manner, putting procedures or safe guards in place to reduce any likelihood of the issue occurring again.

To ensure that risk assessments are carried out on the use of EPMA and action plans are formulated and agreed to address any identified risks.

To lead development of the Trust EPMA systems, co-ordinating and evaluating upgrades and ensuring staff are appropriately supported and trained.

To ensure that any EPMA system downtime procedures are implemented and followed, and that the risk of harm to patients is minimised.

To ensure the MedChart and ICCA prescribing modules, and any other current or future digital medicines management solutions meet Department of Health standards and the risks associated with the service and systems are managed.

To manage difficult and ambiguous clinical and digital system issues by having an advanced level of clinical reasoning and judgement with appropriate managerial referral.

To lead delivery of other related digital medicine optimisation systems in accordance with the priorities set by the Lead Pharmacist Digital Innovation and Technology and the Associate Director of Pharmacy to ensure safe, clinically effective and cost efficient use of medicines.

To demonstrate professional accountability to service users, stakeholders and the profession.

To provide a Pharmacy ward service to clinical areas when necessary, using ward Pharmacy guidelines to provide a high standard of patient care. This includes

participating in the Bank holiday, weekend working and late duty rosters on a rotational basis.

The following standards should be met and maintained:

- To implement an advanced level of pharmaceutical care through effective drug history taking and documentation, review of patient medication, evaluating efficacy and toxicity of medication used, observing and reporting risk issues relating to the use of medications. To enhance the quality of patient care
- To demonstrate expert clinical knowledge.
- To execute effective monitoring for the use of medication, adjusting dosages and route of administration through timely intervention and communication with medical, nursing and other healthcare professionals.
- To provide advice to patients and healthcare professionals on medication issues, allowing best outcome to the Patient and the Health Service.
- To liaise with carers, senior pharmacists, nursing and medical staff to optimise disease management for patients, allowing best outcomes for medical interventions.
- To work collaboratively with senior Pharmacy and Medical staff, the multidisciplinary team and management for the advancement of patient care.
- To manage and make appropriate referrals.
- To provide and receive complex, sensitive and/or contentious information.
- To accurately dispense, check medication and counsel patients regarding their medication as required.

To ensure departmental standards are met

To demonstrate awareness and commitment to the Trust's Clinical Governance Agenda.

To demonstrate professional accountability to service users, stakeholders and the profession.

To ensure that infection, prevention and control (IPC) requirements are identified in all service developments and clinical policies and procedures with appropriate involvement of the IPC Team.

#### • **Policy & Service development**

To be responsible for the continued development of EPMA systems within the Trust according to national and local agendas and within agreed resources.

To support both the MedChart EPMA and ICCA Adult and the Paediatric Critical Care Prescribing Module and be responsible for the maintenance of the drug data base.

To develop, implement and evaluate policies, protocols and guidelines relating to the Trust EPMA systems in accordance with the priorities set by the post holder and the Lead Pharmacist, Digital Innovation and Technology.

To ensure that the Trust's EPMA solutions continues to meet all current Department of Health standards and the risks associated with the service and systems are managed.

To initiate projects, which support the development of EPMA and to lead the EPMA team, ensuring the delivery of a safe and effective system of working.

To ensure that there are clear written implementation plans for any future upgrades or implementations to the current EPMA systems.

To support the tendering process for EPMA system software where required and ensure these projects are managed within agreed timeframes.

To work closely with Information Services, in particular the PAS, EPR and EDM project leads, in order to ensure the EPMA system runs in harmony with wider Trust Strategic IT projects.

To develop, implement, monitor and evaluate EPMA and other related systems working with multidisciplinary operational staff as appropriate.

To troubleshoot issues that arise during implementation of any EPMA upgrades.

To integrate research evidence into practice and undertake audit as part of a multi-disciplinary audit process for EPMA related projects.

To feed back to Trust Governance Groups and users via directorates, systematic or preventable errors associated with medicines and EPMA to facilitate learning.

To advance the safe, clinically effective and cost-efficient use of medicines and the management of EPMA services.

To work with the Lead Pharmacist for Digital Innovation and Technology to facilitate system integration and interoperability, identifying the best ways to achieve this to the maximum extent possible.

To identify and understand new approaches such as robotic process automation, Apps and other digital innovations and how these might support integration in addition to FHIR API integration and/or HL7 messaging

To remain up to date regarding National IT strategies.

To identify and promote best practice.

To be aware of, and apply, relevant legislation such as the Health and Safety at Work Act, Control of Substances Hazardous to Health Act, and relevant legislation relating to medicines.

To at all times practice in accordance with the General Pharmaceutical Council (GPhC) Code of Conduct and good practice guidance from the Royal Pharmaceutical Society of Great Britain.

- **Resource management**

To assist in identifying the required financial, staffing, hardware and software resources required for the successful EPMA delivery, upgrade and maintenance across to the Trust.

To assist in collating business cases to secure resources for the project(s) required for EPMA developments.

To ensure that the planned benefits of the EPMA systems are realised and accounted for.

To provide evaluated assessments on the EPMA system, as may be required, to the Medicines Management Board.

To be aware of and adhere to the Trust's Standard Financial Instructions and the Corporate Governance commitments. To support any future EPMA and digital medicines optimisation procurement in accordance with these standards.

To work with I&T to ensure that equipment and software is adequately maintained and its performance verified, and that EPMA equipment procurement and capital replacement follows the Trust's Standard Financial Instructions.

To act as an authorised signatory on non-stock requisitions for goods and services relating to EPMA systems.

To handle money when taking in prescriptions.

To be responsible for ensuring the safe storage of pharmaceuticals.

- **People management**

To line manage members of the Digital Innovation and Technology Team responsible for delivering EPMA capabilities.

To manage the daily work load of the Digital Innovation and Technology Team, including that of any rotational staff.

To also manage the Pharmacy Computer Services manager in the absence of the Lead Pharmacist Digital Innovation and Technology.

To be responsible for the continuing professional development and overall performance of managed staff.

To provide internal and external education and training to Pharmacy and other healthcare professionals in relation to EPMA and evaluate the training provided.

To develop strategies to meet the training needs of Trust staff in relation to EPMA.

To be responsible for the provision of competency based training to multidisciplinary staff working with the EPMA systems, ensuring all staff are appropriately trained and to ensure this training is documented.

To arrange relevant departmental meetings that will enable staff to be brought up to date on current issues and to address staff development needs.

To ensure that all appropriate staff receive training in the use of the new system or upgrade.

To promote Improvements in Working Lives.

To mentor junior pharmacists in the provision of ward Pharmacy.

To assist in the recruitment of staff managed, junior pharmacists, pre-registration pharmacists.

To participate in the clinical training of pharmacists, technicians and pre-registration pharmacists.

To motivate others (both within Pharmacy and the Trust) in delivering clinical excellence.

To act as pre-registration tutor for a pre-registration pharmacist or a diploma tutor for the JPB diploma to a student based at the Royal Brompton and assess their development against appropriate criteria.

To undertake and maintain a portfolio of practice and meet the minimum Continuing Professional Development requirements required for registration with the statutory registering authority for pharmacists.

To have the ability to cope with frequent interruptions where the jobholder has to change from one activity to another at the response of a third party. To identify own training needs.

- **Information management**

To optimise the benefits of EPMA and digital medicines technology in relation to reporting and data analytics the post holder will:

- Work closely with the I&T Clinical Informatics team to ensure that suitable reporting is developed and implemented for the use of EPMA and other digital medicines optimisation systems, to allow data to be collected to improve patient care and experience.
- Be responsible for maintaining and developing the EPMA and other digital medicines optimisation reports within the Pharmacy department.
- Support the Clinical Informatics team with requests for data and ensure the integrity of the clinical data accessed by them.
- Identify opportunities to produce and utilise data to help ensure patient safety and support improvement in working practices
- Share meaningful information with system users to encourage and support reflective practice, sharing learning and process improvement

To develop advanced knowledge of the Trusts EPMA systems to enable training and support for other users and effective communication with the potential system suppliers.

To monitor issues related to the use of EPMA systems in the Trust and to agree action plans where required to meet issues that arise.

To develop advanced knowledge of the JAC Pharmacy computer systems to enable effective communication between the Trust and potential system suppliers

To use chosen EPMA solutions, JAC Pharmacy computer software and Trust Intranet to develop reports and collate data.

To be an expert user of Microsoft office software.

To provide the Director and Associate Director of Pharmacy with details of output, performance and activity at specified time intervals in an agreed format.

To be competent in the use of the Pharmacy computer system to meet the requirements of the job e.g. the generation of medication labels, stock control and the generation of financial medicine expenditure for directorate.

To effectively utilise Medical and Pharmaceutical on-line databases e.g. embase, medline and SPS website and other medically useful web pages.

- **Research and development**

To conduct audits to assess the benefits associated with EPMA systems.

To seek and implement opportunities to assess, promote and publish the benefits of EPMA systems implemented in the Trust.

To identify gaps in the evidence base and design research studies to address these.

To guide and support the multidisciplinary team in undertaking research within the area of EPMA.

In conjunction with the Trust I&T manager collate and review data from the EPMA systems in order to improve the EPMA service.

- **Others**

To maintain a broad level of Pharmacy practice.

There is a requirement to participate in Bank Holiday and weekend working as well as late duty on a rotational basis.

To provide other duties, commensurate with the grade as requested by the Lead Pharmacist, Digital Innovation and Technology or Lead Pharmacist, Clinical Innovation and Quality Improvement.



## Further sections

- To ensure all team members have a real voice in the development of the pharmacy service to patients/customers
- To maximise the potential of all team members and to ensure that all team members have a meaningful appraisal/personal development plan that includes feedback to the individual from a selection of internal customers and team members
- To provide a safe and attractive working environment for team members within available resources
- To attend and play a part in corporate groups as a representative of the directorate and team to represent the Trust at regional and national conferences and on working groups as appropriate
- To abide by the NHS Code of conduct for managers, the Trust's Core behaviours for staff and managers and all other Trust policies, codes and practices, including standing financial instructions, research governance, clinical governance, patient and public involvement and health and safety

## Other duties

To undertake any other duties commensurate with the grade as requested.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.**

## ADDITIONAL INFORMATION

### Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

### Registration

This appointment is conditional upon being and continuing to be registered with the Royal Pharmaceutical Society of Great Britain. In addition, Supplementary Prescribers must also be registered with the RPSGP and the Trust as a supplementary prescriber before practicing as a prescriber.

### Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

## **Health & Safety**

### **Smoking**

It is the policy of Royal Brompton & Harefield NHS Foundation Trust that all people who work for the Trust or, while on its premises, obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke, and so smoking of cigarettes and E-cigarettes is not allowed anywhere on any Trust premises.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Community Services, to ensure that Trust staff and patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

NHS Estates have notified all NHS agencies that E-Cigarettes and the charging there of are not permitted within any Trust property (including accommodation).

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's Diversity policy and to ensure that colleagues or staff that you manage receive equal treatment throughout their employment with the Trust.

### **Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's Conflict of Interest policy, you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

## **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

### **Disclosure & Barring Service checks (where relevant)**

If the post has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* or, in some cases, the *Police Act 1997*, it meets the eligibility criteria for a disclosure to be requested through the Disclosure and Barring Service (DBS). Where a DBS check is indicated above applicants who receive a conditional offer of employment will need to complete a satisfactory DBS check prior to the appointment being confirmed.

With the exception of Basic disclosure certificates which only contain information about unspent convictions, all other DBS level checks will disclose both spent and unspent convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

A criminal record will not necessarily bar you from appointment - that will depend on the nature of the position for which you are applying and the particular circumstances of the incident(s).

You are obliged to inform the Trust if at any time in the course of your employment you are the subject of a police investigation, or are convicted of a criminal offence.

You must also inform the Trust immediately if at any time during your employment you are the subject of an investigation by the Independent Safeguarding Authority or are Barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while Barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

### **Core behaviours for all Trust staff**

All staff will:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

## **Infection and Prevention Control**

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

The Royal Brompton & Harefield NHS Foundation Trust is a non-smoking Trust.

**Confirmed as accurate by post holder: Amelia Spimpolo**

**Date: May 2020**

**Confirmed as accurate by manager: Carly Aarons**

**Date: May 2020**



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## PERSON SPECIFICATION

### GENERAL INFORMATION

**Post:** Senior Pharmacist Electronic Prescribing and Medicines Administration (EPMA) and Clinical Informatics

**Grade:** 8A

**Directorate/Department:** Pharmacy

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<p>Vocational Masters Degree in Pharmacy followed by the completion of One Year Pre Registration training and experience.</p> <p>Registered with the General Pharmaceutical Council (GPhC)</p> <p>Member of the Royal Pharmaceutical Society of Great Britain (RPSGB)</p> <p>Mandatory CPD to maintain fitness to practice</p> <p>Post graduate Diploma or MSc in Pharmacy Practice or equivalent.</p> <p>Train the Trainer or equivalent qualification/experience</p>	<p>Specialist higher degree or qualification in Project Management</p> <p>PRINCE2 Practitioner</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Significant post registration experience, with clinical ward Pharmacy experience</p> <p>Project Management Experience</p>	<p>Experience of implementing information systems</p> <p>Experience of writing an output based specification.</p>

	<p>Proven good understanding of key NHS IT objectives and publications and the ability to reconcile these into local planning.</p> <p>Proven expert clinical and pharmaceutical knowledge</p> <p>Experience of working with Information systems</p> <p>Experience of electronic prescribing systems</p> <p>Previous evaluated experience of delivering induction and competency based training e.g. train the trainer or equivalent</p> <p>Experience of Training both Pharmacy and multidisciplinary staff</p> <p>Proficient in the use of the JAC Pharmacy Stock Control and Dispensing computer system</p> <p>Ward Pharmacy experience</p> <p>Delivery of training.</p> <p>General clinical Pharmacy knowledge.</p> <p>Progressive and continuing professional development.</p> <p>Experience of multidisciplinary team working.</p>	<p>Up to date knowledge of NHS issues.</p> <p>Critical Care Experience</p>
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	<p>Contribution to data collection for clinical audit.</p> <p>Experience in producing new drug evaluations for Medicines Management Boards.</p>	
<b>SKILLS &amp; ABILITIES</b>	<p>Proven evidence of being able to deliver projects within a Trust.</p> <p>Proven ability to work independently and identify own development needs and those of the staff members who they manage</p> <p>Proven ability to identify and manage risks</p> <p>Proven ability to influence senior Pharmacy and medical staff, the multidisciplinary team and management</p> <p>Proven awareness of and commitment to the Clinical Governance Agenda</p> <p>Proven evidence of maintaining a broad level of Pharmacy practice and interests</p> <p>Proficient in the use of all Microsoft Office software</p> <p>The ability to initiate and implement change.</p> <p>Work in a multidisciplinary team</p> <p>Good organisational/time management</p> <p>Good interpersonal skills</p>	<p>Proven ability to evaluate and improve service quality</p> <p>Proven ability to identify training needs of self and others</p>

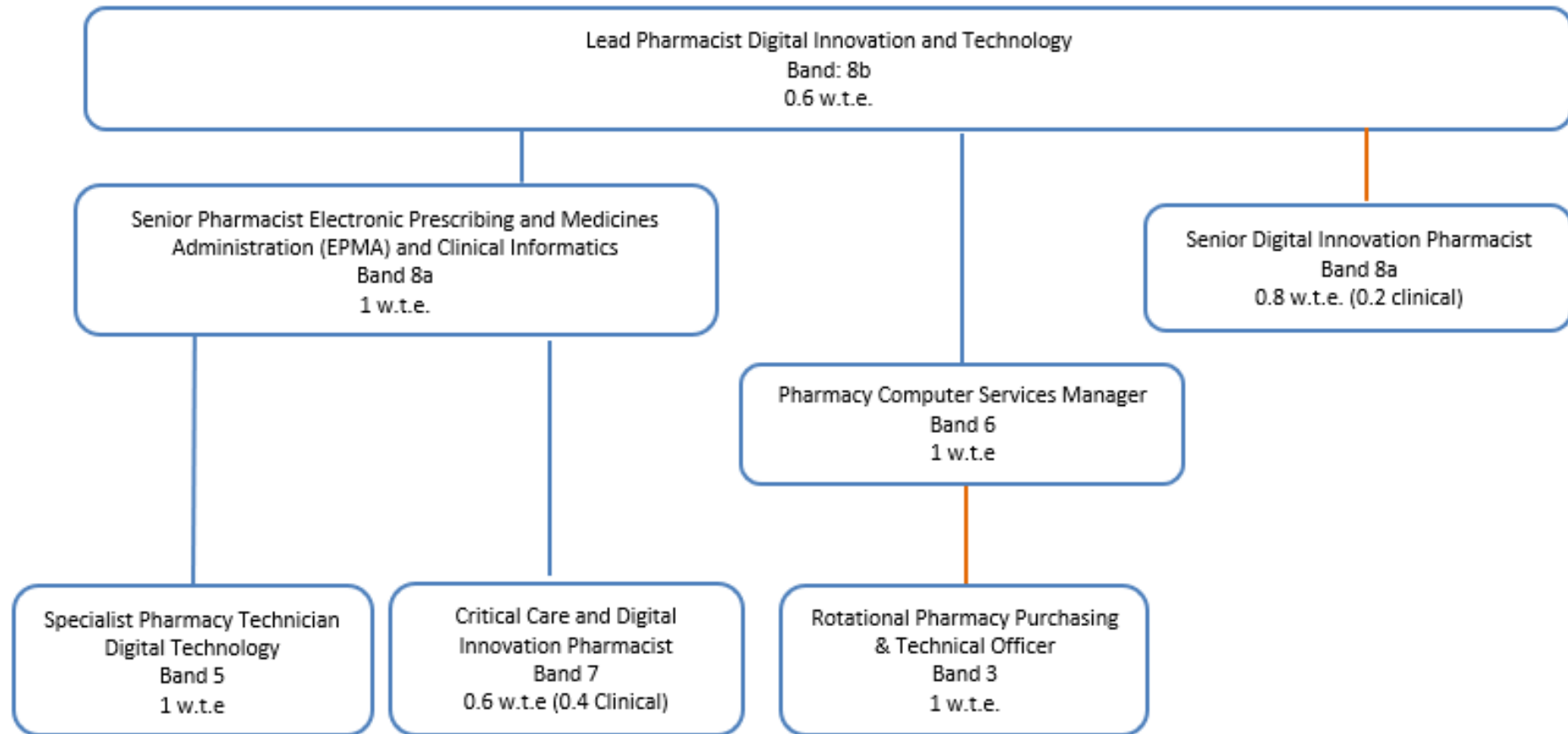
	<p>Contribute to the team</p> <p>Leadership skills</p> <p>Communication skills (written and verbal)</p> <p>Up to date knowledge of NHS issues</p> <p>The ability to identify and prioritise clinical work.</p> <p>Presentation skills.</p> <p>Communication skills (written and verbal).</p> <p>Leadership skills.</p> <p>Mentorship skills.</p> <p>Microsoft Word experience.</p>	
<b>PERSONAL QUALITIES</b>	<p>Proven ability for team working, good interpersonal skills and written and verbal skills, a positive "can do" attitude and a positive attitude to change.</p> <p>Ability to work quickly, calmly and accurately under pressure.</p> <p>Meets set targets</p> <p>Professional demeanour</p> <p>Enthusiasm</p> <p>Approachable</p> <p>Adaptable</p> <p>Assertiveness</p> <p>Team player</p>	



<b>OTHER REQUIREMENTS</b>	<p>Reliable work record</p> <p>Ability to cope with frequent interruptions where the jobholder has to change from one activity to another at the response of a third party.</p>	
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**Date: May 2020**

## Digital Innovation and Technology Team Structure



— denotes line manager — denotes section manager