

JOB DESCRIPTION

JOB DETAILS

Job Title:	Post Registration Foundation Pharmacist
Department:	Pharmacy
Base:	NORTH CARDIFF
Duration	FIXED TERM (24 months)

ORGANISATIONAL ARRANGEMENTS

Principal Relationships:

1. Professionally accountable to the Superintendent Pharmacist and Pharmacy Manager.
2. Reports to the Pharmacy Manager.
3. Working alongside qualified pharmacy technicians, department leads and clinical pharmacists as part of multi-skilled pharmacy team.

Responsible for:

1. Supervision and professional checking of technicians, assistants and pre-registration pharmacists when working in the dispensary.
 2. Act as responsible pharmacist when required.
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JOB SUMMARY

The central components of the post are:

1. Must be an early career pharmacist registered with GPHC max 12-18 months (preferably newly registered from foundation year) looking to partake in the HEIW & Cardiff University Post Registration Foundation Programme dependent on successful application for the course.
2. Candidate will work as part of the Insync Pharmacy Clinical Pharmacist team. Day to Day work will consist of providing a range of operational and clinical pharmacy services in Insync Pharmacies and partner organisations as part of Insync's multi skilled team.
3. Successful completion of the programme means each candidate receives a practice certificate in Independent Prescribing (IP); 80 Post-graduate credits from Cardiff University and the RPS credential qualification for post-registration foundation level (a qualification recognised across UK countries and an enabler to progress towards advanced practice in the future
4. Candidate will be given a Practice Supervisor from Insync Healthcare Pharmacy Ltd as support during the programme as well as a Designated Prescribing Practitioner to support during IP award. Access to a group of pharmacist peer support throughout. Candidate will also be assigned an educational supervisor from Cardiff University to provide academic and pastoral support.
5. Candidate will receive dedicated/protected study time 1 day per week for 24 months
6. There will be a mix of virtual and face to face study days inc 6 days at Redwood building at Cardiff University

DUTIES AND RESPONSIBILITIES OF A JUNIOR CLINICAL PHARMACIST

CLINICAL PHARMACY SERVICES

1. Ensure storage of medicines in the pharmacy complies with national legislation and local policies.
2. Provide information to patients, relatives and carers on drug treatment. Identify any specific problems with patient understanding or ability to take medication and provide suitable solutions.
3. Provide information to teams (e.g. GPs, Community Nurses and Community Pharmacists).
4. Handle prescriptions charges where appropriate.
5. Attend regular multidisciplinary meetings.
6. To undertake weekly reviews of controlled drugs stocks and documentation.
7. With a high degree of accuracy, review, dispense and check prescriptions for all pharmaceutical products.
8. Undertake all essential services, as set out in the Pharmacy Contract.
9. Undertake Medicines Use Reviews (MURs) and Discharge Medicine Reviews (DMRs) or any other Advanced or Enhanced Service that may be commissioned.

EDUCATION AND TRAINING

1. Completion of an online ePortfolio of evidence to demonstrate achievement of the RPS curriculum learning outcomes
2. Experiential learning in the workplace and across the multidisciplinary team
3. Undertaking Supervised Learning Events
4. Dedicated protective time in practice to develop evidence and undertake programme activities
5. Blended teaching approach from the commissioned Higher Education Institute provider
6. Completion of postgraduate credit-bearing modules
7. Gaining Independent Prescribing qualification
8. Support from an Educational supervisor, Designated prescribing practitioner and a Practice supervisor
9. Successful completion will support progression to RPS advanced practice pathways

GENERAL PHARMACY DUTIES

1. To participate in rotas for bank holiday and Saturday working where required.
2. To contribute to the effective and efficient provision of services provided by the pharmacy.
3. To ensure compliance with pharmacy protocols and procedures.
4. To provide patient specific dispensing service. This includes:-
 - supervising the work of technical and assistant staff in the dispensary,
 - effectively manage the dispensary workload to ensure prioritisation of work,

- advise patients on concordance with their medicines.
- 5. Record dispensing errors using dispensing error record forms.
- 6. To receive, store and supply controlled drugs in accordance with the Misuse of Drugs Act and organisational policy.
- 7. To provide a professional and courteous service to patients attending the dispensary. This may include those who are upset, confused or angry.

RISK MANAGEMENT

Actively undertake clinical risk management within all areas of pharmaceutical care. Reduce the incidence of clinical risk by identifying and reporting potential and actual clinical risk incidents.

ADDITIONAL DUTIES

To undertake any other duties as may be requested by Insync Healthcare Pharmacy Ltd.

GENERAL:

- Performance Reviews/Performance Obligation: The post holder will be expected to participate in the Organisation's individual performance review process to ensure continued professional development.
- Job Limitations: At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with the Superintendent Pharmacist. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- Confidentiality: In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- Risk Management: The Organisation is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Organisation's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having responsibility for managing risks and reporting exceptions.
- Records Management: The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Organisation in confidence (even after an employee has left the Organisation). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- Health & Safety: The post holder is required to co-operate with the Organisation to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required.
- Job Description: This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g GMC, NMC, HPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

Date Prepared: January 2023

Prepared By: Robert Cousins

Date Reviewed: Janyuary 2023

Reviewed By: Catherine Hickman

This job description has been agreed by:	
Post holder signature:	
Print name:	
Date:	
Superintendent signature:	
Print name:	
Date:	