

Job Description

TITLE	PHARMACIST	GRADE:	10
FUNCTION/AREA	NURSING FUNCTION		
REPORTING TO	NURSING DEVELOPMENT DIRECTOR		

PURPOSE OF THE ROLE

To support and provide expert advice within Bourn Hall Clinic in order to maintain a high quality service to all Bourn Hall Clinics, patients and staff.

MAIN INTERFACES

INTERNALLY: All members of staff at all Bourn Hall Clinics.

EXTERNALLY: Auditors, inspectors, wholesalers, Bourn Hall Clinic patients, Satellite Clinics and the teams providing Bourn Hall Clinic with Homecare Service delivery of drugs to patients.

KEY TASKS & RESPONSIBILITIES

To help support and provide an excellent Pharmacy service to the Bourn Hall group including:

- Accountable for all drug receipts and dispensing.
- Overseeing the maintenance of full and accurate records for the supply of medicines within Bourn Hall clinics.
- Ensuring adequate drug supplies etc are maintained at all times.
- Providing advice on drug use as appropriate.
- Responsible for the main Pharmacy area, Bourn Hall Clinic dispensing room and all areas in which drugs are stored.
- Responsible for coordinating the supply of drugs to patients receiving treatment at Bourn Hall Clinics and satellites using an agreed Homecare Service provider.
- Assist when appropriate, with the drug teaching to Bourn Hall Clinic patients.
- Support the Accountable Officer with the management of Controlled Drugs.
- Responsible for maintaining registration with appropriate professional bodies.

MANAGEMENT/LEADERSHIP

- To provide expert advice as the 'in-house' Pharmacist for Bourn Hall Ltd.
- To oversee the Pharmacy services to fertility patients.
- To provide expert support and advice to all clinical staff.
- To support the Pharmacy services provided through professional experience and knowledge and collaboration with Bourn Hall Clinic staff.
- To ensure the Pharmacy and Nursing staff function within current regulatory and quality structure relating to the supply of medicines.

ACCOUNTABILITY AREA

- Accountable for all drug receipts and dispensing, for maintaining full and accurate records of their use, for ensuring adequate supplies are maintained at all times and for providing advice on their use as appropriate.
- Responsible for the main Pharmacy area, Bourn Hall Clinic dispensing room and all areas in which drugs are stored.
- Support the theatre staff to ensure that NPSA guidelines are followed.
- Responsible for the supervision / maintenance of Emergency Drug and Grab boxes at all sites.
- Responsible for coordinating the supply of drugs to patients receiving treatment at Bourn Hall Clinics and satellites using an agreed Homecare Service provider.
- Support the Accountable Officer with the management of Controlled Drugs on site.
- Responsible for maintaining registration with appropriate professional bodies (GPhC).
- Responsible for cascade of information to all staff supplying or dispensing medication within Bourn Hall Ltd.
- To ensure compliance with relevant legislation/regulations at all sites, and provide appropriate support across the group, travel will be required to other Bourn Hall Clinics from time to time.

AUTONOMY & AUTHORITY

- Responsible for supporting the running of Pharmacy within regulatory and professional guidelines, maintaining compliance to HFEA and CQC guidelines in particular.
- Responsible for continual process review and improvement.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

- Comprehensive pharmaceutical knowledge, maintained by study and attendance at courses where appropriate. Ability to understand clinical documentation and medical terminology. Detailed understanding of the treatments and services offered by Bourn Hall Clinic and internal/external customer expectations.
- Understand the database system used within all Bourn Hall Clinics, including the billing and documentation processes.
- To maintain compliance with Bourn Hall Clinic policies and procedures.

PROBLEM SOLVING

Proactive, solution based approach to problem solving. Ability to understand the impact of decisions and to proactively manage outcomes.

NATURE & AREA OF IMPACT

To maintain the expected, high levels of quality and add to the positive experience of Bourn Hall Clinic patients. Good understanding of the company objectives and financial implications of the way the pharmacy service is run.

INTERPERSONAL SKILLS

Good team player, with excellent communication skills, who is flexible and enjoys a dynamic team environment. Performs in an organised, accurate and methodical manner.

SPECIAL PROJECTS

Able to provide dedicated support to specific project requirements of Bourn Hall Clinic. Willingness and ability to participate in projects that may be outside the direct scope of the function.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Degree in Pharmacy and a registered member of the General Pharmaceutical Council (GPhC).
- A successful track record in community or hospital pharmacy with at least two years post registration experience.
- An interest in women's health and fertility.

LANGUAGES

Fluent written and spoken English

SKILLS & COMPETENCIES

- Good interpersonal and communication skills to both internal/external customers.
- Coaching and training skills.
- Excellent team player with a flexible approach to work; an ability to work under pressure and to changing deadlines.
- Willingness to work /visit all Bourn Hall Clinics when appropriate.
- Flexible workload management.
- Accurate and methodical, with attention to detail.
- Ability to follow directions and work without direct supervision.
- Caring attitude to patients.

APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	