

## **Job Description**

**Job Title:** Locum Pharmacist

**Responsible to:** Senior Pharmacist

**Accountable to:** Matron / Chief Executive

**Overall objective:** Working as part of the Clinic's multi-disciplinary team, the post holder is responsible for the provision of safe, efficient, economical and timely pharmaceutical services throughout the Clinic, within all current legislative requirements.

### **Main duties**

1. To provide a patient centered pharmaceutical service to all Clinic departments to include Wards, Theatres and Outpatients.
2. To provide professional supervision, of the accurate, legal and safe control and management of pharmaceutical products within the Clinic while on duty.
3. Comply with all legal requirements and Clinic policies and procedures in relation to the purchase, supply, use, safe custody and destruction of all pharmaceutical products within the Clinic.
4. To assist other staff in obtaining and maintaining reasonable stock levels of pharmaceutical products within the Clinic ensuring correct recording and disposal of expired products.
5. To comply with all legal requirements for the ordering, storage, distribution, reconciliation and destruction of controlled drugs throughout the Clinic.
6. To assist in providing a ward pharmacy service including routine monitoring of ward stock levels, monitoring prescriptions, dispensing of take home medication and provision of home packs. Record interventions as appropriate.
7. To assist in co-ordinating, in conjunction with Chemotherapy Nurses the delivery and checking of chemotherapy drugs. Dispense supplementary medicines and oral chemotherapy drugs for patients undergoing chemotherapy as required.
8. Advise patients on the use of dispensed medicines as required. To provide advice and guidance on the use of medicines to other professional staff.
9. To assist in supervising and directing the Pharmacy Assistants in their duties.
10. To participate in clinical audit and research as required.

### **Professional Responsibilities**

1. Maintain registration on the Pharmaceutical Society of Northern Ireland (PSNI) Register and act at all times in accordance with the standard of the PSNI Code of Ethics.
2. Be accountable for his / her own practice, maintaining and improving professional competence in accordance with PSNI requirements including annual CPD.

### **General Duties**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures at all times.
2. Comply with the Ulster Independent Equal Opportunities Policy at all times.
3. Attend required mandatory in-service training and other lectures if appropriate and relevant to the practice of Pharmacy within the Clinic.
4. Actively participate and contribute to the continuous improvement of the service in own work area.
5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times.
7. Attend all meetings as required.
8. Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times.

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## Personnel Specification

Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

| <b>CATEGORY</b>  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>                                 |
|--|--|--|
| <b>Experience</b>                                      | One year post registration experience in a community or hospital service.  | Post registration hospital pharmacy experience.  |
| <b>Education/Qualifications / Training / Knowledge</b> | B.Sc or UK Masters Degree in Pharmacy (or equivalent)<br><br>Sound knowledge of Pharmacy law, ethics and practice.   | Further relevant post-registration qualification |
| <b>Professional Membership</b>                         | Current registration with the Pharmaceutical Society of Northern Ireland   |  |
| <b>Other</b>   | <p>Current professional indemnity insurance.</p> <p>Computer literate.</p> <p>Evidence of Continuing Professional Development (CPD).</p> <p>Proficient in the use of a Pharmacy computer system, for example McLernon Labelling System.</p> <p>Satisfactory completion of the following checks prior to appointment:</p> <ul style="list-style-type: none"> <li>- References</li> <li>- **Evidence of right to live and work in UK</li> <li>- Qualification checks</li> <li>- Satisfactory *ACCESSNI clearance.</li> </ul> |  |

## Competencies:

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal Skills
- Ability to plan and organise work; prioritise own workload.
- Accuracy and attention to detail

## Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.