CLINICAL EFFECTIVENESS
PHARMACIST - MENTAL
HEALTH

Job Reference:  0000046357G
Closing Date:  17 March 2017
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.2 billion per year. It serves a population of 1.2 million people and employs 39,000 staff.

Along with many NHS providers, the Board must respond vigorously to operational, quality and financial challenges in order to continue to improve outcomes for, and the experience of, our patients and the communities we serve. The Board is a large organisation operating in an increasingly tough environment. Building enduring relationships with our partners is vital to continue to drive the changes we are making. Effective communication and productive dialogue is challenged by the spread of the organisation’s sites and stakeholders over a wide geographical area, as well as the variety and large number of partners we work with. The Board is managing these challenges and has developed a positive platform to continue to improve towards excellence.

To drive forward these improvements the Board must have the ability to make tough decisions at a time of change. The next step in the Board’s journey is essential: to build and deliver a strategy that will engage the workforce and public in changing for the future to provide sustainable healthcare services, further embed a culture of innovation and meet the demands and exceed the expectations of our patients.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
1. JOB IDENTIFICATION 8a

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Clinical Effectiveness Pharmacist – Mental Health</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Lead Clinical Pharmacist Adult Mental Health</td>
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<tr>
<td>Department(s):</td>
<td>Mental Health Clinical Pharmacy Services</td>
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<tr>
<td>Directorate:</td>
<td>Pharmacy &amp; Prescribing Support Unit</td>
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2. JOB PURPOSE

- To support the Clinical Director of the Prescribing Management Group Mental Health (PMG(MH)) in the development and implementation of clinical effectiveness service strategies, policies and guidelines to improve the quality and cost effectiveness of medicines management and prescribing across the health economy through collaborative working across the multidisciplinary team in mental health services across NHS GG&C.

- To provide expert pharmaceutical knowledge on the use of medicines in the development and implementation of policies and guidelines which ensure the safe clinical and cost-effective use of medicines including the analysis of data and reporting on outcomes.

- To participate in and develop a programme of research, audit and risk assessments in relation to medicines use.

- To contribute to strategic and operational planning within the pharmacy service to ensure the delivery of agreed standards of pharmaceutical care and effective use of medicines.

- To provide and evaluate specialist education and training to clinicians within mental health services in relation to medicines utilisation and clinical effectiveness.

- To provide a clinical service to a defined group of patients.

3. Role of Department

The Mental Health Clinical Pharmacy Service provides individualised pharmaceutical care to patients with severe and enduring mental illness under the care of specialist mental health services in NHS GG&C. The service has clinical bases at Gartnavel Royal, Inverclyde, Leverndale, Parkhead, Rowanbank and Stobhill hospitals. Care is provided to patients with adult mental health, child and adolescent mental health, forensic mental health, learning disabilities and older adult mental health.
4. ORGANISATIONAL POSITION

<table>
<thead>
<tr>
<th>Lead Pharmacist – Mental Health</th>
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<tbody>
<tr>
<td>Lead clinical pharmacist adult mental health &amp; Safer Use of Medicines</td>
</tr>
<tr>
<td>Clinical Director PMG(MH)*</td>
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<tr>
<td>This post</td>
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</table>

*Joint objective setting and performance management

5. SCOPE AND RANGE

This post will fulfil a clinical effectiveness roll for mental health services across NHS GG&C. That will include specialist mental health services within all Health and Social Care Partnerships (HSCPs).

The Prescribing Management Pharmacist is the only full-time member of the Prescribing Management Group for Mental Health (PMG(MH)). The post has an input to prescribing of medicines in all mental health services in community and hospital settings across the NHS GG&C.

The post-holder develops, maintains and implements the work plan of PMG(MH). This is achieved through the management of the day-to-day working, co-ordination, and prioritisation of the work carried out by PMG(MH). This is a multi-disciplinary team led by the Clinical Director and comprises senior specialist pharmacists, psychiatrists (clinical director, chair of the mental health drugs and therapeutics committee), senior nurse and managers (clinical governance manager and a sector manager).

The main involvement of the team is at meetings (every two months) to progress work initiated and completed by this post-holder and to aid implementation and communication with the disciplines involved in all stages of the medicines management process (purchase, storage, prescribing or drug selection, administration and monitoring of clinical outcome.

The post-holder must also co-ordinate and communicate with other groups of professionals within and outwith the Mental Health Services e.g. Drugs and Therapeutics Committee, Prescribing Management Group, Mental Health Quality & Clinical Governance Committee, Clinical Directors and Clinical Effectiveness Pharmacists across NHS GG&C.
Medicines are integral to any modern healthcare system. Medicines can lead to significant health improvements but they need to be managed well so that patients get most benefit. However, managing medicines safely and effectively is now more challenging and costs are rising. Leadership in the safe and effective use of medicines is a key role for this post in NHS GG&C.

80% of the post holders time will be spent delivering the work plan of PMG(MH) and 20% to providing clinical care to a defined group of patients.
6. MAIN DUTIES/RESPONSIBILITIES

- To lead on a programme of medicines utilisation activities and other strategies to promote the clinical and cost effective use of medicines within mental health services across NHS GG&C. This will involve the provision of highly specialised clinical advice, planning of strategies for achieving agreed objectives for each project, development of project documentation, training / briefing of relevant staff, manipulation of data in spreadsheets and databases, critical analysis of data, preparation of reports and communication briefs, discussion/ agreement of follow-up initiatives and provision of expert advice on areas relating to dissemination of proactive information.

- To develop links with specialist clinicians, special interest groups, managed clinical networks and lead pharmacists to facilitate the development of clinical effectiveness activities, within a defined directorate or speciality across NHS GG&C.

- To analyse trends in and anticipate developments in hospital and community mental health team prescribing, in collaboration with Mental Health Lead Clinical Pharmacists, to (i) assess compliance with national and local prescribing recommendations and guidelines (e.g. SMC, SIGN, NICE) in defined specialist areas and (ii) inform the NHS GG&C Prescribing Management Groups (Acute Services, Primary Care, Board-wide) of issues impacting on services.

- To present highly complex, highly sensitive and often contentious information to senior clinicians, senior nurses, senior pharmacists and senior managers and negotiate with senior clinicians and other healthcare professionals within the clinical speciality to change prescribing practice and facilitate the development of guidelines and protocols.

- To evaluate and provide expert advice to senior healthcare professionals on the use of unlicensed, off-label and non-formulary medicines in clinical practice. Furthermore the post will collate all requests for such use on behalf of PMG(MH) and will participate in the approval process for these.

- To lead on the development, implementation and monitoring of specific prescribing advice (i.e. guidelines, protocols) and input to selected areas of the NHS GG&C therapeutic handbook, tailoring the advice to the specific needs of the clinical specialities/ directorate to encourage safe, secure and cost effective use of medicines. This will require co-operation with a wide range of other healthcare professionals and will impact on prescribing practice across the Health Board.

- To lead on the development and dissemination of specialist proactive information bulletins

- Apply highly specialised knowledge to collate, analyse, evaluate, report and publish data relating to medicines use and treatment outcomes in defined patient populations and to communicate the information to senior medical, pharmacy, nursing, and management staff and relevant groups and committees.

- To provide highly specialised clinical advice and prepare regular progress reports for the Prescribing Management Group and the ADTC and its sub-groups on strategies to promote the cost effective and safe use of medicines across NHS GG&C.

- To identify areas where proactive information is required and facilitate its development for mental health services across NHS GG&C. To identify and respond to the needs of service users for proactive information, ensuring that health care professionals have access to relevant new information.

- Identify opportunities for service development and bring to the attention of the mental
Lead pharmacist.

- Responsible for ensuring efficient and timeous reporting on medicines utilisation within Mental Health Services
- To provide highly specialised prescribing advice on strategies to improve the cost effective use of medicines to senior prescribers, pharmacists and managers within mental health services and across the primary care interface.

**Clinical Service**

- Apply highly specialist clinical knowledge to analyse complex patient information to ensure the optimal clinical outcome.
- Apply highly specialist clinical knowledge and judgement to analyse information, at times where evidence may be lacking, in order to negotiate the optimal clinical outcome.
- Apply highly specialist knowledge on the use of medicines to deliver pharmaceutical care to patients within a specified patient population or clinical speciality and improve patient care by:
  - Interpreting individual patient drug charts, prescriptions and medical information, taking action to resolve pharmaceutical care issues identified and providing advice to medical staff on medication treatments, changes to regimes and alternative therapy.
  - Checking dosing, drug/drug or drug/disease contraindications, side effects, precautions and inappropriate or omitted treatment
  - Ensuring medicines and doses prescribed during hospital stay are appropriate for the patient and their medical conditions
  - Considering the various options and deciding the best risk benefit choice for the individual patient
- Documenting care and risk management issues identified from patients’ drug charts including:
  - Individualising pharmaceutical care plans and documenting/resolving pharmaceutical care issues
  - Clarifying ambiguous prescriptions to avoid medication errors
  - Challenging prescribing decisions where appropriate
  - Patient allergy
  - Adverse drug reactions and interactions
  - Medication errors inc. prescribing and medication errors
  - Identification of other risks associated with the use of medicines and escalating to senior pharmacy staff when required.
- Recommending alternative forms of medication where prescribed routes of administration are not appropriate
- Taking medication histories on admission and reviewing/verifying in-patient and discharge prescriptions, taking action as appropriate to ensure patients are prescribed the correct medicines on admission to and discharge from hospital.
- Provision of a therapeutic drug monitoring service.
- Ensuring patients/carers understand complicated therapies and can use medical devices, e.g. inhalers, correctly and know when to use them.
- Discussing medicines with patients/carers, supporting and motivating them to comply with their medication to get maximum benefit from their treatment during their hospital admission and on discharge.
- Developing and implementing systems to facilitate the discharge process.
• Assessing what aids would assist patients to take their medicines correctly at home.
• Working with the patient’s community pharmacy and/or GP where appropriate and developing systems to ensure continuity of pharmaceutical care across different healthcare settings.
• To participate in the Mental Health Pharmacy on call service
• Integrating research evidence into clinical practice.
• Contribute as a member of the multi-disciplinary team in the care of each patient by e.g.
  • Suggesting alterations to patients’ complicated medication regimes to simplify and aid therapy compliance.
  • participating in consultant ward rounds and multidisciplinary team meetings providing clinical and financial advice if appropriate.
  • promoting rational, safe and economic use of medicines
  • advising doctors of problems with medicines
  • advising on doses / course lengths of drugs / route of administration
  • advising on preparation of medicines inc. infusions and injections
  • advising on drug interactions
  • advising other healthcare professionals on how a patient’s medication may affect their practice eg infection control personnel
  • research and provision of answers to queries raised on any aspect of patients’ medicines
  • providing information and negotiating with clinical staff to ensure compliance with Scottish Medicines Consortium guidance, formulary, guidelines, drug and therapeutic committee decisions, and other pharmacy related strategies
  • generation and interpretation of medicines utilization reports from the pharmacy stock control system
• Provide advice to other specialist and clinical pharmacists within the defined clinical specialty
• Contribute to the delivery of pharmaceutical care to patients participating in clinical trials, including reviewing trial protocols and liaising with the pharmacy clinical trials team.
• To provide a highly specialist clinical pharmacist service, documenting care and risk management issues, to optimise medicines use in individual patients within a specialist area.
• To directly influence the care of patients by providing highly specialist advice to medical staff and the multidisciplinary team on medicines, including drug regimens, adverse drug reactions, drug interactions and contra-indications.
• To apply expert clinical knowledge and judgement to analyse complex patient information and to negotiate optimal clinical outcome where information and evidence may be lacking and expert opinion may differ.
• To provide highly specialist advice and education to patients and carers to ensure the safe and effective use of medicines.
• To provide clinical and professional advice to senior pharmacy staff and hospital staff, for pharmacy/hospital site based issues, as appropriate
• To practice as a supplementary/independent prescriber, where appropriate.

**Clinical Governance**
• Contribute to the effective governance of mental health services through active
participation in medicines governance and clinical safety.

- Ensure that pharmacy legislation (in particular the Medicines Act, Misuse of Drugs Act and relevant European Legislation) and good practice guidance (national and local), are implemented and adhered to within acute care settings across NHS GG&C and that suitable monitoring / auditing arrangements are in place
- Ensure that pharmacy service meets statutory requirements and further develop professional standards across aspects of service provision within Directorates.
- Contribute to the wider clinical governance agenda for PPSU
- Support the operation of effective quality systems to ensure that professional and good standards of practice are maintained and comply with the requirements of good clinical governance practice and in support of the continuous quality improvement of pharmaceutical services
- To report and review adverse clinical incidents, identifying causes of medication errors and use expert clinical knowledge to advise the mental health services Safer Use of Medicines group on strategies to minimise risks during the use of medicines

**Staff Governance and Management**

- To support the development, implementation and operation of effective systems for continuing professional and personal development in line with the Knowledge and Skills Framework and professional requirements.
- To participate in the operation of an effective appraisal of performance system for all staff based on agreement of objectives and regular appraisal of performance and review of personal development plans.

**Health Safety and Welfare of Staff**

- To ensure that all activities are undertaken with due regard to the health, safety and welfare of staff.
- To ensure that all responsibilities as defined in Health and Safety and Welfare policies and procedures are understood, developed, implemented and monitored, taking corrective action to improve performance as required.

**Audit, Research and Development**

- To design, co-ordinate and undertake specific audit and research projects to assess the safety, clinical and cost effectiveness of medicines in designated specialist areas and to lead on data analysis, reporting of outcomes and the development of action plans.
- To conduct research and development relating to the clinical effectiveness of medicines in NHSGG&C and disseminate the findings of the clinical effectiveness programme through presentation at meetings and conferences and publication in the clinical literature.

**Education & Training**

- Plan, develop, implement and evaluate training in clinical effectiveness and medicines resource management for undergraduates, pre-registration and all grades of pharmacists and MSc students.
- Plan, develop, implement and evaluate education and training for the multi-disciplinary team, including pharmacy, medical and nursing staff, in relation to safe, clinical and cost-effective prescribing.
- To provide education, training and support to clinical pharmacists to facilitate their
contribution to the clinical effectiveness programme and other local initiatives to support clinical and cost-effective medicines use.

**General responsibilities**
- Maintain a broad level of pharmacy practice and expert knowledge in specialist area.
- To personally fulfil the General Pharmaceutical Council continuing professional development requirements
- Maintain a broad understanding of pharmacy including dispensing, distribution and safe preparation of medicines.
- The post-holder will understand and appreciate all risks associated with handling all classes of medicines and medical gases.
- Carry out responsibilities professionally in a way which is consistent with statutory, legal and ethical obligations.
- Comply with NHS GG & C policies and procedures.

7. **SYSTEMS AND EQUIPMENT**

The post-holder will utilise the following resources on a regular basis:

- the pharmacy computerised stock control system Ascribe, including prescription entry, report generation
- Ascribe Reporter will be used to generate financial reports.
- Microsoft Office, i.e., Access, Word, Excel and Powerpoint will be used regularly, e.g. to analyse data from Ascribe, create reports for a wider audience, present to a wide range of audiences.
- the internet, e-library and medicines information databases will be used to effectively source specialised medicines related information e.g. Medline to influence management of patients
- specialist pharmacy software, i.e., therapeutic drug monitoring software will be used to interpret laboratory and clinical data and individualise patient’s doses of certain medicines with narrow therapeutic ranges.
- Clinical systems, e.g. biochemistry and haematology will be used for information retrieval and facilitate the provision of advice.
- E-mail will be used to communicate quickly and effectively on a daily basis.
- Specialist pharmacy documentation e.g. patient profiles, screening sheets and care plans will be completed for all appropriate patients
- Pharmaceutical care advice will be documented in medical records.
- When appropriate, Yellow Cards will be submitted to the CSM in the incidence of an Adverse Drug Reaction occurring.
- Clinical incidents/medication errors will be reported using local procedures and reporting form.

8. **DECISIONS AND JUDGEMENTS**

- The post-holder is a senior independent practitioner who is responsible for managing their workload without supervision guided by local and national policies and principles.
- The post-holder has significant discretion to modify these policies and principles as required according to patient need.
- To act as a role model and provide expert pharmaceutical advice on the safe and effective use of medicines. This will often involve analysis of highly complex clinical
situations, including evaluation of treatment options before decisions are made.
- The post-holder interprets service strategies and policies that determine the delivery of pharmaceutical care to patients and the safe and effective use of medicines. These strategies and policies will have an impact across multiple hospital sites and care settings.
- The post holder will be subject to formal annual review jointly by their line manager and the Clinical Director of PMG(MH).

### 9. COMMUNICATIONS AND RELATIONSHIPS

- The post holder provides and receives highly complex, highly sensitive or highly contentious information e.g. in relation to the interpretation of prescribing data across a number of hospital or primary care sites
- Agreement or cooperation is often required and advice given may be challenged e.g. in presenting information to senior clinicians on strategies to improve the clinical and cost effective use of medicines
- There is often the need to communicate with patients and carers from a diverse educational background and to tailor the information provided to meet their needs.
- There are often barriers to understanding and acceptance.
- The postholder will represent pharmacy at local, regional and national level within their relevant clinical specialty.

<table>
<thead>
<tr>
<th>Who the post holder communicates with</th>
<th>What the communication is about</th>
<th>Any difficulties encountered</th>
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<tbody>
<tr>
<td>Patients, carers and relatives</td>
<td>To ensure patients are educated on all aspects of their medicines in such a way that is easily understood.</td>
<td>There are often barriers to understanding e.g. educational background, language, deafness, blindness, cognitive impairment.</td>
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<tr>
<td>Consultants and other grades of doctors</td>
<td>Discussing drug therapy and ensuring safe and cost effective prescribing practice.</td>
<td>Opinions may be divided any information may be sparse. Negotiate consensus view.</td>
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<tr>
<td>Nursing staff</td>
<td>Discussing drug therapy and ensuring safe and cost effective administration of medicines</td>
<td>Ensuring effective communication across shift changes when complex administration regimes required.</td>
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<tr>
<td>Senior management team and relevant committees and working groups e.g. MH Pharmacy SMT MH Prescribing Management Group MH Clinical Governance</td>
<td>Clinical Governance issues and analysis of financial information on the use of medicines.</td>
<td>Communicating information which the recipient may not agree with.</td>
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<tr>
<td>Group</td>
<td>Activity</td>
<td>Challenges</td>
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<td>----------------------------------------------------------------</td>
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<tr>
<td>MH Drug and Therapeutic Committee</td>
<td>Strategic planning and development of pharmaceutical services.</td>
<td>Difficulties in communicating across boundaries to many different groups of people where communication channels have not been established.</td>
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<tr>
<td>Other Pharmacist Team Managers within acute and primary care settings</td>
<td>To ensure the timely supply of medicines information and advice to meet the needs of the patients.</td>
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<tr>
<td>Pharmacy team e.g. other pharmacists, technicians working in other sections of pharmacy</td>
<td>Transfer of medicines information regarding patients and prescribing patterns.</td>
<td>Difficulties in communicating across boundaries. Lack of infrastructure to support transfer of information.</td>
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<tr>
<td>Primary Care Team e.g. GP's, Community pharmacists, District Nurses</td>
<td>Expert knowledge of medicines use to support the development of guidelines of safe and cost effective use of medicines</td>
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<tr>
<td>Physical Effort</td>
<td>Walking between wards and pharmacy department. Prolonged periods of standing. Prolonged periods of working on personal computer. Car driver/owner is desirable to maximise efficiency of cross health board working.</td>
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<tr>
<td>Physical Skills</td>
<td>Advanced keyboard use. Manipulation skills where accuracy is essential e.g. dispensing of medicines</td>
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<td>Mental Effort</td>
<td>Prolonged periods of concentration with frequent interruptions. Carry out difficult calculations and analysis of highly complex patient data. E.g. prescribing patterns, financial data. Recall of knowledge to make effective and safe clinical decisions. Unpredictable workload, frequent interruptions and reprioritisation required eg responding to urgent requests for advice. Excellent critical appraisal and numeracy skills, the ability to provide and receive large amounts of highly complex information.</td>
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<tr>
<td>Working conditions</td>
<td>Potential exposure to infection within ward areas. Every contact with patients puts the postholder at risk of verbal or physical assault. A significant percentage of patients will have a forensic history and when unwell may become threatening.</td>
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</table>
### 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritise workload.
- Maintain effective communication to deliver cost effectiveness strategies across a NHS health board area.
- Managing conflicts between clinical priorities and cost effectiveness strategies.
- Working with limited information, to short timescales within stressful environments.
- The post-holder will be required to work under pressure on a regular and frequent basis, in order to meet deadlines set by senior clinicians and management to provide expert pharmaceutical advice and for the preparation of reports and papers.
- The post-holder will be required to manage, analyse and act professionally when faced with difficult and ambiguous problems.

### 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- See attached Person Specification

### 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.
**PERSON SPECIFICATION**

**Job Title:** Prescribing Management Pharmacist – Mental Health

**Base:** To be determined

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<th>Requirements</th>
<th>Attribute</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td>Masters Degree in Pharmacy</td>
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<td>Membership of the General Pharmaceutical Council</td>
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<td>Post graduate diploma or equivalent qualification/experience.</td>
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<td>Demonstrates a commitment to CPD</td>
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<td>Independent prescriber (desirable)</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Demonstrable experience as a highly specialist clinical practitioner.</td>
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<td>Demonstrable evidence of influencing senior members of the multidisciplinary team in delivering patient care.</td>
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<td>Demonstrable effective leadership and management of a team of clinical practitioners.</td>
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<td>Demonstrable experience of successfully delivering education and training to undergraduates and postgraduates of various healthcare professions.</td>
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<td>Demonstrable evidence of directing a programme of research and audit and using the results to improve patient care and the clinical pharmacy service.</td>
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<td>Registered supplementary/independent prescriber</td>
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<td>Minimum 5 years post qualification experience,</td>
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<tr>
<td><strong>KNOWLEDGE</strong></td>
<td>Expert knowledge and understanding of relevant national standards and guidelines.</td>
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<td></td>
<td>Knowledge of legislation/guidance relating to medicines usage.</td>
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<td>Maintains a broad level of pharmacy practice.</td>
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<td><strong>SKILLS</strong></td>
<td>Demonstrable ability to process and utilise complex information to improve patient outcomes.</td>
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<td></td>
<td>Demonstrable expert level of clinical reasoning and judgement</td>
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<td></td>
<td>Appropriate IT skills are required to utilise clinical information systems, pharmacy computer systems, databases and other software to improve patient care.</td>
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<td></td>
<td>Excellent communication and negotiation skills – written and verbal and be able to communicate effectively with other healthcare professionals, patients and carers.</td>
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</table>
Excellent numeracy skills.
Excellent organisational skills.

<table>
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<tr>
<th>ABILITY</th>
<th>Ability to identify and prioritise workload within the clinical effectiveness and clinical pharmacy service. Ability to apply logical and analytical skills to manage clinical risk during the use of medicines. Ability to work autonomously and evaluate own work. Ability to integrate research into practice. Demonstrable ability to work quickly, accurately and to deadlines while under pressure. Demonstrable ability to continually review and improve the quality of the clinical pharmacy service delivery to patients. Ensures the training needs of others are identified and met through developing and delivering individualised training plans. Demonstrable ability to undertake the PDP process for self and others. Demonstrable ability to motivate self and others.</th>
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<tr>
<th>SPECIFIC JOB REQUIREMENTS</th>
<th>Willingness to contribute to the general working of the mental health clinical pharmacy service</th>
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| OTHER e.g. personal attributes | Enthusiastic, highly motivated. Flexible and adaptable Ability to work effectively as part of a team, in a pharmacy and multi-disciplinary environment. |
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Clinical Effectiveness Pharmacist - Mental Health
Job reference number: 0000046357G
Closing date: 17 March 2017
Vacancy enquiries to: For information specific to the role, contact: Andrew Walker, 0141 211 6526
Agenda for Change band: Band 8A
Salary: £40,428 to £48,514 per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.

Hours: 37.50 hours per week
Base: Leverndale Hospital
Contract type: Permanent

Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.

Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.

Equal opportunities: NHS Greater Glasgow and Clyde is as an equal opportunities employer.
The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).

Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitaes (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)
The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.
The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• **Click Here** to find out more about our Community Services
• **Click Here** to find out more about our Mental Health Services
• **Click here** to find out more about the services in your area
**Employee benefits**
We offer all our staff excellent benefits including:
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zone cards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit [www.healthservicediscounts.com](http://www.healthservicediscounts.com).

**Further information**
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
**Recruitment Services**
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net