

## Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX  
Telephone: 0141 951 5000  
[www.goldenjubileefoundation.org](http://www.goldenjubileefoundation.org)

Agamemnon Street  
Clydebank G81 4DY  
Scotland  
Telephone 0141 951 5000  
Fax 0141 951 5500



**Golden Jubilee  
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE  
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

**POST: Pharmacist**  
**HOURS: 37.5 per week**  
**CLOSING DATE: 21 May 2019**

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. 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.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell  
Recruitment Assistant



**Golden Jubilee  
Foundation**

Patients at the heart of progress

**Golden Jubilee Foundation  
Information Pack  
For the post of  
Pharmacist**

**37.5 Hours Per Week**

**Reference Number: SHOW/3230**

**Closing Date: 21 May 2019**



Valuing dignity and respect  
A can do attitude  
Leading commitment to quality  
Understanding our responsibilities  
Effectively working together

## **Golden Jubilee Foundation**

### **General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

**recruitment@gjnh.scot.nhs.uk**

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

## **Golden Jubilee Foundation**

### **Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

#### **1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

#### **2. Salary**

£30,401 to £38,046 per annum

#### **3. Grade**

This post is offered at Band 6

#### **4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

#### **5. Hours of Duty**

37.5 Hours per week

#### **6. Tenure of Employment**

This post is offered on a fixed term basis for a period of 12 months

#### **7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## Golden Jubilee Foundation

### Benefits

#### **NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

#### **Annual leave entitlement (including public holidays):**

35 days annual leave on appointment  
37 days annual leave after 5 years  
41 days annual leave after 10 years

#### **Free car parking**

#### **Continuing professional development opportunities**

#### **Discounts at the Golden Jubilee Conference Hotel**

**Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

**Discounted Room Rates** - Rooms rates discounted subject to specific conditions.

**Discounted Dining** - 20% off food and beverage when dining in the hotel.

**Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

#### **NHS Staff Benefits**

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.

# **GOLDEN JUBILEE NATIONAL HOSPITAL**

## **JOB DESCRIPTION –**

### **1. JOB IDENTIFICATION**

**Job Title: Clinical Pharmacist**

**Department(s): Pharmacy**

**Job Holder Reference:**

**No of Job Holders: 3.6**

### **2. JOB PURPOSE**

To assist in the provision of professional pharmaceutical services to the GJNH

To contribute to the pharmaceutical care of individual patients within the hospital through ward based clinical pharmaceutical services.

### **3. ORGANISATIONAL POSITION**

See attached Chart

### **4. SCOPE AND RANGE**

Provision of a full range of clinical pharmacy services to allocated wards or clinical areas.

Overseeing dispensary for part of the working day.

Pre-checking and final checking clinical trials

Provide clinical pharmacy care to hospital patients including cardiac and orthopaedic patients

Rotation through various sections of pharmacy in order to fulfil the requirements of stage 2 training

### **5. MAIN DUTIES/RESPONSIBILITIES**

#### **Clinical & Ward Pharmacy:**

- Provision of clinical pharmacy services to designated patient groups
  - Medicines reconciliation at admission
  - Verification of in-patient and TTO medication orders
  - Medication history taking

- Documentation of care and risk management issues including:
  - Patient allergy
  - Patient self administration (including assessing patient suitability)
  - Adverse drug reactions and interactions
  - Individualising pharmaceutical care plans and documenting / resolving pharmaceutical care issues
- Counselling patients on the use of their medicines
- Ward pharmacy services
  - Acting as primary contact point for ward staff in relation to pharmacy issues
  - Liaising with ward staff and the senior technician purchasing and distribution to maintain and update ward stock lists
  - Destruction of ward controlled drugs.
  - Provision of medicines information to clinical staff and patients
  - Formulary management; Monitors non-formulary usage and obtains authorisation for supply of non-formulary medicines to meet specific clinical needs
- Dispensing services
  - Liaising with clinical staff to confirm ambiguous prescriptions.
  - Dispensing of out-patient, TTO and clinical trial prescriptions as required
  - Checking of out-patient, TTO and clinical trial prescriptions as required
  - Contributing to the collection of dispensary statistics

### **CPD/Training commitment**

- Update current skills and knowledge in relevant practice areas as required.
- Undertake at least the minimum CDP commitment recommended by the General Pharmaceutical Council.
- Participation in departmental continuing personal development review programme
- Participation in any internal or external courses/meeting as appropriate.
- Peer review
- Assisting in the training of other pharmacy staff in particular
  - Student Pharmacy Technicians
  - Pre-registration Pharmacy Graduates
  - Pharmacy students
  - Work experience students
- Participate in the Scottish Hospital Pharmacist Stage 2 training programme
- Undertake pharmacy research into appropriate areas of practice as required

### **Other Duties**

- Deputise for other staff as required
- Compliance with hospital and departmental health and safety policies.
- Assist in departmental and multidisciplinary audit.
- Provision of on-call services
- Participation in weekend/public holiday rotas

## **6. SYSTEMS AND EQUIPMENT**

Use of the clinical management system

    Patient management and profiling

    Laboratory reports

Use of emis pharmacy stock control and dispensary system

    Stock control of pharmaceuticals

    Dispensing of medicines for patients

    Use of medicines management module

    Use of management reports

Use of Microsoft Office suite

    Email

    Internet enquiries

    Word processing, policies, notices, forms etc

    Spreadsheets; Management information, statistics etc

    PowerPoint: CPD

Jointly responsible with other pharmacy staff for the security of pharmaceuticals, includes security of keys and use of alarm system

## **7. DECISIONS AND JUDGEMENTS**

Manages, interprets, analyses and advises on medicine treatment protocols, reviewing the clinical and cost effective aspects to promote safe and rational prescribing and use of medicines. May manage and reconcile conflicting opinions of professionals to optimise use of medicines

Uses knowledge and experience to assimilate and evaluate, often conflicting, information in order to advise on pharmaceutical care issues.

Professionally responsible for the pharmaceutical care input into individual patients either at dispensary or ward level



## **8. COMMUNICATIONS AND RELATIONSHIPS**

Provides counselling to patients on complex medication regimens that may require explanation and re-assurance (when discussing risks and benefits of treatment options) and empathy, understanding and motivational skills to maximise patient concordance.

Provides information and negotiates with clinical staff to ensure that pharmacy policies are fully complied with.

Seeks to optimise individual patient care by providing information, advising and negotiating with prescribers and other clinical staff to ensure safe, effective and economical drug therapy.

Contribute to the development of pharmacy policies and procedures

## **9. PHYSICAL DEMANDS OF THE JOB**

General keyboard skills

High degree of precision and accuracy for dispensing and final checking, often with strict time constraints.

Near patient contact involving exposure to environmental risks at ward level

Potential exposure to toxic pharmaceutical materials (e.g. cytotoxic medication)

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Provision of high quality pharmaceutical care tailored to meet the needs of individual patients within limited time constraints. This requires continual update of clinical pharmacy knowledge base.

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

Knowledge of clinical pharmacy practice

Entry qualification Pharmacy degree

General Pharmaceutical Council registration

Maintenance and update of knowledge through CPD

Highly developed specialist knowledge (therapeutic) and practical skills dealing with a complex range of pharmaceutical interventions.

Working knowledge of standard computer programmes and of clinical and pharmacy systems.

Working knowledge of relevant pharmaceutical and other legislation.

## **12. JOB DESCRIPTION AGREEMENT**

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

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

## Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> <li>• MPharm Degree or equivalent</li> <li>• Pharmacist Registration with GPhC</li> <li>• Willing to undertake Stage 2 training</li> </ul>	<ul style="list-style-type: none"> <li>• Scottish hospital pharmacist Stage 2 training completed or partially complete</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous pharmacy experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous hospital pharmacy experience</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Demonstratable teamworking skills</li> <li>• Good communication skills (written/verbal)</li> <li>• Working knowledge of pharmaceutical and other relevant legislation</li> <li>• Analytical skills</li> <li>• Time management awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of emis/JAC stock control and dispensary system</li> <li>• Microsoft Office word processing, spreadsheet and PowerPoint skills</li> <li>• Negotiation skills</li> </ul>
Additional job requirements Eg. unsocial hours	<ul style="list-style-type: none"> <li>• Participation in emergency duty commitment</li> <li>• Weekend and public holiday rota working</li> </ul>	
Any other additional information		

