

St Cuthbert's Hospice



Making every day count since 1988

Application Information Pack



Job Title REF: Pharmacist

Closing Date 21/07/24 | Interview Date TBC

If you have not heard from us by 31/07/24, please assume you have not been shortlisted.

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Dear Applicant,

Thank you for showing an interest in working at St Cuthbert's Hospice in the role of Pharmacist.

This recruitment pack provides you with some information on who we are, what we do and the exciting vacancy opportunity available.

Our dedicated community of staff, volunteers and supporters are one of our greatest assets here at St Cuthbert's Hospice. As a member of our Hospice team, you will have the opportunity to contribute to a culture in which all those who use our services feel welcome and part of a passionate, caring and supportive community.

We provide specialist palliative and end of life care services, at a time and a place that is right for the person. As a centre of excellence within our community we provide all-embracing, compassionate, and individualised care to all those affected by life-limiting illnesses. Our services can also extend to families and carers who have a care and support role and who, in turn, could benefit from support and advise. Accessibility and high quality are some of our key objectives. Our clinical staff have the enhanced skills to deliver the specialist care across our services. For over thirty years we have put patients and those important to them at the heart of everything we do. We exist to ensure that people with life-limiting illnesses in County Durham can make every day count.

At St Cuthbert's Hospice we are committed to our staff and making the Hospice a great place to work. We offer flexible working, competitive salary, workplace pension, 33 days of paid annual leave, free on-site parking and an Employee Assistance Programme (EAP) for employees and family. Our main Hospice building is situated on the outskirts of Durham in beautiful surroundings, we also have 9 Hospice retail shops around County Durham.

Our staff and volunteers are passionate about the work that we do, and are often motivated to work at the Hospice by their desire to make a difference to local peoples' lives. If you are inspired by the work that we do and share in our values then we are confident that working at the Hospice could be a deeply rewarding career choice for you.

I hope you find this application pack useful in helping you decide whether you are right person for the role.

We look forward to hearing from you.

With best wishes,

Paul Marriott
Chief Executive.

About Us

• Our History

Our Hospice started with the local community over three decades ago, a group of Durham residents came together for a common cause. St Cuthbert's Hospice first opened its doors in 1988 to provide services, free of charge, for people with advanced illnesses, people approaching the end of their lives and those who are bereaved.

Everyone who comes to us is an individual and so their care should be individual too.

• What We Do

Our multi-professional team consists of specially trained doctors, nurses, physiotherapists, social workers, counsellors, occupational therapists, and chaplains. They work collaboratively to ensure our patients are able to discuss their needs and wishes when spending time with us.

As well as our Clinical Services, we have our Enabling Services and Income Generations teams – all working together to ensure the delivery of Hospice services. Our enabling services team includes Finance, Human Resources, Central and Governance Support and our Income Generation Team includes Fundraising, Retail, Lottery, Marketing and Communications.

We employ over 100 paid members of staff and work closely with around 400 volunteers to ensure the Hospice's efficient running. We have a Senior Management Team who are responsible for the day-to-day running of St Cuthbert's. They report regularly to the Board of Trustees.

• Our Mission

To make every day count for those affected by life-limiting illnesses.

• Our Vision

To be a centre of excellence within our community and to provide all-embracing, compassionate and individualised care to all those affected by life-limiting illnesses, at a time and a place that is right for them.

• Our Care

St Cuthbert's Hospice provides free care and support to people with life-limiting illnesses, people approaching the end of life and people that are bereaved. Our specialist care teams can support people at any stage, from diagnosis, to living well with their illnesses to their last days. Whether it's helping with pain relief, supporting a loved one or just being there to listen, we understand that sometimes it's the little things that make the biggest difference.

Hospice care is quite unlike many other types of care. Our teams treat everyone as an individual, spend time learning what is important to them and focusing on delivering care suited to their wishes.

• Our Values

These define who we are and guide what we do to ensure the highest quality care for those accessing our services and the highest quality experience for staff working here. We are committed to safeguarding and promoting the welfare of adults at risk and children.



About Us

• Our Philosophy of Care

At the heart of St Cuthbert's Hospice is the individual who is seen as a unique person deserving of respect and dignity. Our aim is to support each person and their family and friends, helping them to make informed choices and decisions affecting their lives.

Individual care is planned to support the total well-being of each person, taking into account their physical, psychological, social and spiritual needs.

We will work together to provide a warm and welcoming atmosphere that accommodates diverse cultures and lifestyles within a calm and compassionate environment. As a team, we will strive to provide specialist care of the highest standard by ensuring staff are up to date with current research and training.

We are aware of the valuable work undertaken by individuals and agencies in the community and we will work in partnership with them to provide excellent services for the people of Durham. We see life – and death – as a journey to be made in the company of others.

We are rooted in our local community and we approach life and death through a philosophy based on support and hospitality.

• Our Strategic Goals

- 1 To enable people at the very end of life to achieve a good death in the place of their choosing
- 2 To enable people living with a life-limiting illness who use Hospice services live well and make every day count
- 3 To provide information and support that carers of people with life-limiting illnesses need to provide the care they want to provide
- 4 To support those who have been bereaved as a consequence of a life-limiting illness to adjust to life without their loved one
- 5 To break down the taboos associated with dying, death, loss and grief



About The Role

St Cuthbert's Hospice is seeking a dedicated and compassionate Pharmacist to join its clinical services team. Reporting into the Lead Hospice Doctor, you will play a vital role in ensuring the safe and effective management of medication for our patients. You will collaborate with other members of the clinical team to optimise patient care, attend ward rounds and multi-disciplinary team meetings.

At St Cuthbert's, we provide specialist palliative and end of life care services, at a time and a place that is right for the person. As a centre of excellence within our community we provide all-embracing, compassionate, and individualised care to all those affected by life-limiting illnesses. Our services can also extend to families and carers who have a care and support role and who, in turn, could benefit from support and advice. Accessibility and high quality are some of our key objectives. Our clinical staff have the enhanced skills to deliver the specialist care across our services. For over thirty years we have put patients and those important to them at the heart of everything we do. We exist to ensure that people with life-limiting illnesses in County Durham can make every day count.

Why Work For Us

We are committed to making St Cuthbert's Hospice a great place to work supporting the provision of excellent services for the people of Durham. If you are ready for an exciting opportunity that will not only impact on patient care but will be motivating and rewarding on a personal level this post could be for you.

As well as being part of a passionate team of people, benefits available to employees include:

- Competitive Salary
- Enhanced annual leave. 5 additional days above statutory entitlement. (33 days in total, rising to 35 after 5 years' service. Further enhanced rate of 38 days after 2 years' service for medical staff)
- Pension Scheme – matched contributions up to 5%
- NHS pension scheme for eligible employees
- Employee Assistance Programme
- Cycle to Work (Save up to 42% on the cost of bikes and equipment)
- Flexible working
- Training and development opportunities
- Health and wellbeing initiatives
- On-site catering facilities at our Coffee Shop
- Free parking (at Hospice site)
- Staff Discounts such as BlueLightCard and Charity Discounts

In our recent survey, we asked our staff to describe what it is like to work at the Hospice. Some of the words they used were rewarding, supportive, friendly, worthwhile, fulfilling, as well as being busy and challenging.

“I feel privileged to work at the Hospice.”

In our recent survey, 92% of respondents said they would recommend the Hospice as a place to work.

100% said that if a friend or relative needed treatment, they would be happy with the standard of care provided by the Hospice.

Equality and Diversity Commitment

St Cuthberts Hospice values diversity and is committed to creating an inclusive culture. As part of our application process, we request applicants complete our equal opportunities form. Reasonable adjustments to the interview and application process can also be made for any candidates, please contact us at recruitment@stcuthbertshospice.com

How to Apply

We hope this pack has given you all the information you need to apply for this role.

We would love to hear about why you want to work at St Cuthbert's Hospice, the job description and personal specification can be found below to help to develop your application in line with the requirements of the role.

However, if you have any questions about what we do at St Cuthbert's Hospice, the role, or need more practical information, don't hesitate to get in touch. For an informal discussion about this post please contact:

Paul Marriott, Chief Executive 0191 386 1170.

If you have all the information you need and are ready to apply, you can download an application form from our website or to request a hard copy please contact the HR team on 0191 374 6174 or email recruitment@stcuthbertshospice.com

Please note we do not accept CVs.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

The recruitment process for all Hospice roles will involve an interview and the process for some roles may also include a presentation or task.



Job Description

Pharmacist

Department: Clinical Services

Grade: 7

Responsible to: Lead Hospice Doctor

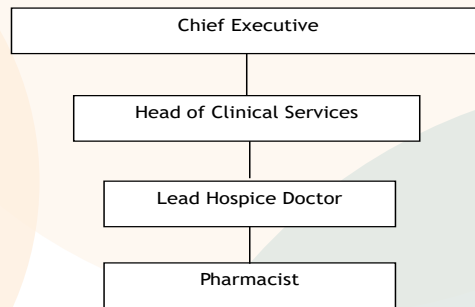
Hours: 30 hpw

Salary: £40,804 to £52,239 pro rata per annum

Contract: Permanent

Aim

Organisational Chart



Key Responsibilities

Communication and relationships

- Collaborate with other members of the clinical team to optimise patient care
- Attend ward rounds and MDT meetings
- To take an active role in committees relating to specialist area e.g. Clinical Governance Group, Medicines Optimisation Group and, from time to time, the Clinical Governance Sub-Committee of the Board.
- Network with pharmacists specialising in similar areas to ensure leading edge practice

Analytical and judgemental skills

- Support the IPU admission and discharge processes and the safe transfer of care
- Undertake medicine reconciliation and optimisation
- Provide expert advice on pharmacy matters to doctors / other health care staff.
- Develop and manage risk mitigation and monitoring strategies.

Planning and organisational skills

- Support to medicines management in the hospice including stock list management, ordering and CD checks.

Physical skills

- Physical skills required to manage challenging and complex situations as service requirements demand.
- Standard keyboard skills.

Patient/Client Care

- Tailor medication regimens for patients with complex needs.
- Support pain management and symptom control for palliative care patients.
- To ensure that drugs utilised within the Hospice reflect the recommendations, the policies and formulary of the ICS and those of tertiary centres.
- Be an independent pharmacist prescriber (or working towards).S
- Review all medication profiles of all patients receiving hospice or palliative and supportive care services for undertreated symptoms, untreated symptoms, or unnecessary medication therapy.
- Demonstrate the principles of specialist palliative day care / rehabilitative knowledge and skills and apply these to practice development within clinical services. Make recommendations for evidenced based interventions / advice based on comprehensive assessment of guest/patient problems. Support colleagues to evaluate the impact effectiveness of these interventions.

Policy and Service Development

- Work with clinicians and nurses to develop, implement and monitor the use of protocols within the specialist area to ensure the safe use and supply of medicines. This includes the development of protocols and advice to nursing staff concerning the safe and appropriate use and storage of medication.
- Participate in pharmacy practice research and clinical audit.
- Oversee quality and performance improvement activities pertaining to palliative and supportive care pharmacy services

Financial and Physical Resources

- To support increased economic awareness within the area through directorate financial reports and to advise on cost effective prescribing.

Human Resources

- Provide training and support to multi-disciplinary team members and pharmacy students
- Contribute to the departmental Continual Professional Development (CPD) program and to undertake CPD as required by the GPhC.
- Conform to Hospice policies, procedures and guidelines.
- Attend mandatory training sessions.
- Foster a culture of lifelong learning and continuous professional development both personally and encourage this culture across the team.

Information Resources

- The ability to document and store relevant information utilising computerised and paper based systems in friendly accessible formats.
- Assist and facilitate with the implementation of computerised systems within clinical areas to support a paper light organisation.

Research and Development

- Keep up to date with any developments/trends in own area of work
- Continually look for ways to improve the quality of the service provided by the post holder.

Freedom to Act

- Work independently as part of the multi-disciplinary team at the Hospice.
- Able to act autonomously, take responsibility and accountability for personal proactive decision making, and to review outcomes in order to refine and develop clinical practice
- Work within policies and procedures but to use own initiative when non-routine situations arise
- Behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Cuthbert's Hospice.

Effort & Environment

Physical

- A combination of sitting, standing or moving with little requirement for physical effort.

Mental

- Required to concentrate on occasions for long periods of time e.g. assessing complex clinical situations, evaluating audits.
- Ability to assimilate and reflect on complex psychological and ethical issues professionally and personally.

Emotional

- Frequent exposure to distressing or emotional circumstances with occasional exposure to highly distressing circumstances.
- Recognise difficulties in relation to dealing with situations within palliative care in self and other colleagues and to engage and encourage other colleagues to participate in clinical supervision for support
- Ability to deal with distressing and emotional circumstances

Working Conditions

- Occasional exposure to unpleasant conditions

Data Protection and Confidentiality

- Promote excellence in practice in information governance
- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice Information Governance policies and procedures.

Health and Safety

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

Safeguarding

- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

Infection Control

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

Equal Opportunities

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

Note: This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

Job Description Agreement

Signature of Post holder: **Date:**

Signature of Manager: **Date:**

Person Specification

Post Title: Pharmacist		Grade: 7	Department: Clinical	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Pharmacy degree (Masters level) Registered with GPhC Independent prescriber	Application form and interview	RPS member UKCPA member	Application form and interview
Experience	Post registration delivery of clinical pharmacy service to a broad range of clinical specialities Experience of wide range of MDT and patients Track record of engaging in clinical governance: reporting errors, learning from errors Awareness of ethical considerations in end of life care Effective record keeping using both paper and electronic systems	Application form and interview	Hospice/palliative care experience Practical experience of audit Experience of service development	Application form and interview
Skills and Knowledge	Evidence of up to date CPD in clinical pharmacy Computer literate Good verbal and written communication skills	Application form and interview		
Personal Attributes	Ability to work effectively under pressure Ability to listen empathetically Able to evidence behaviour consistent with the Hospice values of professionalism, choice, respect, compassion, integrity and reputation Willingness to work in a multi-disciplinary team context and support pharmacy input to a shared philosophy and model of care	Interview		
Special Requirements	Demonstrable skills in written and spoken English to enable effective communication (IELTS with equivalent scores equal to those required for recruitment to specialty training programmes) Eligible to work in the UK Meet professional health requirements	Interview		

Signature of Post holder: **Date:**

Signature of Manager: **Date:**

Accessible Information

If you would like a copy of this leaflet in large print, an audio format, explained in your own language or any other format, please let a member of the team know and we will do our best to support this.



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www.stcuthbertshospice.com

St Cuthbert's Hospice, Durham is registered by the Charity Commission
as a Charitable Incorporated Organisation.
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