

## Job Description

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### **JOB DETAILS**

<b>Job Title:</b>	Chief of Pharmacy
<b>Band:</b>	9
<b>Hours:</b>	37.5
<b>Department / Ward:</b>	Pharmacy Cross Site
<b>Directorate:</b>	Central Clinical Services

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### **ORGANISATIONAL ARRANGEMENTS**

Operationally accountable to Directorate Manager.

Professionally accountable to the Medical Director with respect to Trust-wide Medicines Optimisation.

The Chief of Pharmacy has overall accountability for the delivery of all pharmacy and medicines optimisation services across BSUH and directly manages the following staff:

1. Associate Chief of Pharmacy
2. Procurement manager
3. Lead Pharmacist Oncology & R&D
4. Dispensary Lead Pharmacist, RSCH
5. Chief Technician, Operational Lead & Aseptics, RSCH
6. Lead Pharmacist, Education & Training
7. Lead Pharmacist, Patient Safety & E-Prescribing
8. Principal Clinical Lecturer, Medicines Optimisation

The Chief of Pharmacy will be on the Director on-call rota.

### **KEY WORKING RELATIONSHIPS**

The Chief of Pharmacy reports to the Board through membership of the Trust Safety and Quality Committee. The Medical Director is the lead executive on the Board for Medicines Optimisation and Pharmacy.

The post holder's key relationships will be with:

### Internal:

Other directorate managers and operational leads, finance staff, doctors, nurses and other healthcare professionals, members of the executive team, Trust's CD Accountable Officer.

### External:

Chief Pharmacists in other NHS Trusts, CCGs, Specialist commissioning, Health Education for Kent, Surrey & Sussex, University of Brighton, General Pharmaceutical Council, Association of Teaching Hospital Chief Pharmacists (ATHP), Royal Pharmaceutical Society of Great Britain, other national bodies relevant to the provision of pharmacy services.

## **KEY PRIORITIES**

- Clinical leadership in transforming the way the Trust deals with medicines to optimise their use, engaging at the highest level strategically as well as operationally.
- Support the development of pharmacists and pharmacy technician's clinical work as well as all healthcare professionals involved in the management of medicines.
- Ensure collaboration with the School of Pharmacy, University of Brighton and the Brighton and Sussex Medical School with the provision of education and training to undergraduate and post graduate students and supporting undergraduates, post registration development, pharmacist prescribing, clinical leadership and research.
- Support BSUH on role modeling the Trust's Values and Behaviours.

## **JOB SUMMARY**

- Provide specialist expertise and, delegated from the Chief Executive, have corporate responsibility across the Trust for all aspects of medicines management with all statutory responsibilities.
- Perform the duties and responsibilities of the superintendent pharmacist as required by the Pharmacy Regulator - the General Pharmaceutical Council.
- Accountable for the delivery of high quality, progressive pharmacy services, ensuring that they are centered around the patient, are safe, modern and are delivered by competent staff within agreed budgets.
- Provide strategic and professional leadership for Medicines Optimisation services provided to the Trust and other external customers.
- Provide professional leadership to all staff and be responsible for their development and support.

- Have accountability for the audit of all aspects of the pharmacy service against agreed standards and for the co-ordination and implementation of research and development activity related to medicines optimisation.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Staff responsibilities**

- Pharmacy services provided from 3 staffed departments in Brighton and Sussex University Hospitals NHS Trust (BSUH) (see organisational chart for line management arrangements).

Princess Royal Hospital:

**31 wte**

Royal Sussex County Hospital including HIV, Procurement and R&D teams:

**114 wte**

Pharm@Sea (subsidiary outpatient pharmacy):

**9 wte**

Pre-registration pharmacists:

**7wte**

### **Financial Resource of the Job**

- **Budget holder for Pharmacy:**

Pay: £4.9m

Non-pay: £0.6m

Annual medicines expenditure: £43m (2013/14)

### **Leadership**

#### **Statutory Professional Accountabilities**

- Undertake all the roles and responsibilities of the Superintendent Pharmacist as required by all applicable legislation, including the Human Medicines Regulations 2012. Ensure the service and its staff comply with all expectations of the Pharmacy Regulator, the General Pharmaceutical Council.
- Ensure that all pharmacy practice, including their own, is within the boundaries described within the latest version of the Medicines, Ethics and Practice issued by the Royal Pharmaceutical Society of Great Britain.
- Ensure that all practice relating to medicines optimisation throughout the Trust complies with the current legislative framework and, where practice is found to be non-compliant, this is addressed through the relevant Trust processes.

- Ensure that the requirements of Good Manufacturing Practice are complied with such that the Trust retains all statutory licenses it requires for its pharmaceutical preparation facilities.
- Ensure that the requirements of Good Distribution Practice are complied with such that the trust retains all statutory licenses it requires to support the services it provides to other healthcare providers inside and outside of the NHS.
- Ensure that the requirements of Good Clinical Practice are complied with such that the trust retains all statutory licenses it requires to support clinical trials

### **Other Leadership roles**

- Provide leadership and expert advice on medicines management to ensure that processes throughout the Trust are safe, effective and legal and are supported by up to date policies, procedures and guidelines. This will include co-chairing the trust's Drug & Therapeutics committee with the Associate Medical Director for Medicines Management.
- Ensure trust-wide compliance with new directives as they arise where medicinal products are involved.
- Provide professional leadership and support to the various agreed SLAs in place to deliver services to local Trusts.
- Facilitate the good management of antimicrobials to minimise the occurrence of hospital acquired infections by ensuring pharmacy adherence to up to date policies, guidelines and systems of work.
- Ensure that that pharmacy services are provided with due regard to patient safety and that systems are in place to investigate medication incidents so that corrective action can be taken to minimise the likelihood of re-occurrence.
- Contribute to the development and review of the Trust strategic plan re medicines management. Ensure the Board receives annual reports and are informed and consulted as required. Ensure an annual work improvement programme is approved and delivered.
- Work with NHS England and local commissioners on a strategic approach to use of medicines in the local health economy.
- Develop and maintain a strategic vision for the pharmacy service that is shared and owned by pharmacy staff and that has been consulted on widely both internally within the trust and with external stakeholders.
- Investigate opportunities to involve patients and the public in design and delivery of pharmacy services.

- Interpret broad clinical/professional policies and NHS guidance to ensure that both the pharmacy and relevant components of the trust strategic plans are appropriately updated.

## **Clinical**

- Clinical leadership in transforming the way the Trust deals with medicines to optimise their use, engaging at the highest level strategically as well as operationally.
- Support the development of pharmacists and pharmacy technician's clinical work as well as all healthcare professionals involved in the management of medicines.
- Ensure collaboration with the School of Pharmacy, University of Brighton and the Brighton and Sussex Medical School with the provision of education and training to undergraduate and post graduate students and supporting undergraduates, post registration development, pharmacist prescribing, clinical leadership and research.
- Lead on the implementation of all medication safety alerts for the Trust working closely with the Chief Nurse and Medical Director
- Ensure the Trust meets CQC Outcome 9 criteria for Medicines Management. Ensure the Trust meets the requirements of the Safe and Secure Handling of Medicines (Duthie report) and meets the self assessments standards.
- Deliver the medicine management component of clinical governance within in the Trust, including pharmaceutical services, working with colleagues in other disciplines.
- Actively involve the pharmacy department and its staff in the delivery of Clinical Governance, in accordance with the agreed trust-wide strategy. This will include participation in Clinical Governance activities at department, directorate and trust level.
- Ensure all aspects of pharmacy service exceed any agreed national or trust 'minimum standard' and that where this not the case it is identified with proposed actions to resolve the issue.
- Implement and monitor national initiatives and directives, such as NICE guidance.
- Implement and monitor DH guidance on all aspects of controlled drugs use in the Trust and ensure audit is completed 6 monthly.
- Ensure errors, complaints and incidents are managed within the Trust's guidelines. For incidents relating to medicines the post holder has specific accountability to ensure they are monitored by the Medicines Safety Group.
- Ensure pharmacy services are equipped to pro-actively influence safe and cost-effective drug therapy in conjunction with clinical staff. This requires that practice is evidence based and staff appropriately trained. Pharmacy has a specific

accountability for providing a risk assessment on the use of all 'unlicensed' medicinal products.

- Ensure that user views are accounted for in the planning and implementation of service delivery.
- Ensure the proactive management of a departmental risk register and an annual plan to address deficiencies.
- Develop audit processes within the department to ensure that all legal, professional and service requirements are met. Ensure the audit cycle is completed, especially where action points were identified.
- Actively participate in trust-wide clinical audit, promoting the value of multi-disciplinary audit. Ensure the audit cycle is completed, in relation to medicines usage.
- Promote and co-ordinate research and development activity in medicines management.

## **Management**

- Provide professional and pharmaceutical management and leadership to the pharmacy service and staff to meet current statutory obligations.
- Ensure that an appropriate range of pharmacy services are provided throughout the Trust, that they are managed through clearly defined staffing structures and effective systems of work so that patients' needs and key Trust performance targets are met.
- Deliver, through the senior pharmacy team, the active management of all aspects of pharmacy services, making optimal use of resources available.
- Lead on aspects of, or actively participate in, trust-wide issues outside of the pharmacy and medicines management arenas.
- Identify, evaluate and seek to implement innovative service developments in support of the modernisation-transformation agenda.
- Monitor and report on service performance and implement continuous improvements for patient benefit
- Ensure that the pharmacy staff establishment reflects the need for safe and high quality service provision through rigorous recruitment and selection processes, appropriate deployment and appropriate training and development.
- Ensure that there are regular meetings of the Pharmacy Clinical Governance Committee and that minutes of the meetings are kept.

- Ensure that all complaints regarding the provision of pharmacy services from patients and other service users are investigated objectively, that the results are communicated to the complainant and corrective action is taken when appropriate.

## **Staff Management**

- Accountable for the direct management of the Pharmacy senior management team and, through them, for all staff within pharmacy.
- Continually review skill mix to meet service needs and professional standards in force at the time, and implementing change management to new requirements.
- Recruit, develop and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the pharmaceutical service and achievement of the pharmacy business plan/Trust corporate objectives. This means as a minimum:
  - A robust recruitment process compliant with Trust policy
  - An audited induction program that exceeds the minimum requirement stipulated by the Trust and that also includes induction of agency/locum staff
  - Ensures that staff have adequate clinical supervision/mentorship
  - A minimum of an annual appraisal
  - An agreed personal development plan that reflects both the needs of the trust, to deliver its objectives, and the longer term goals of the member of staff.
  - Proactive checking of registration and compliance of staff with any mandatory CPD requirements imposed by relevant professional bodies, including the maintenance of a personal portfolio where this is specified.
- Foster a culture of life long learning, to include provision for post-registration education, continuing professional education/development and vocational training of staff within pharmacy.
- Ensure systems are in place to identify poor performance of any type and that any individuals identified are appropriately supported and managed within trust policies.
- Ensure that systems are in place to check annually that all pharmacy staff that are legally required to be registered have up to date registration.
- Ensure that all pharmacy staff adhere to departmental and Trust policies and procedures.
- Ensure that staff employment practices are in line with Equality and Diversity and Flexible Working Policies.

## **Financial management**

- Manages pharmacy pay and non-pay budget to ensure they remain within current resources. Agree annual budgets for the pharmacy services, ensuring that all expenditure incurred through the provision of the pharmacy services is kept within these budgets, taking corrective action when overspends occur.
- Ensure the economical purchasing, appropriate storage and distribution of pharmaceuticals in accordance with good medicines management practice, Trust Standing Financial Instructions and any 'value for money' initiatives.
- Monitor drug usage and expenditure and provide pharmaceutical advice to enable informed decisions to be taken on appropriate and effective drug therapy within given resources.
- Identify cost reduction initiatives in medicines usage for the Trust and lead the pharmacy team in project managing the necessary changes/audit of savings. Work with the Divisions to assist with implementing their plans for medicines efficiencies
- Promote cost reduction initiatives within the service including the delivery of cost improvement targets without affecting the quality of the service provided.
- Ensure cost pressures are identified, both in terms of pharmacy service and medicines, and ensure advice is provided on the full range of options for dealing with them.
- Ensure that all pharmacy transactions comply with the Trust's Standing Financial Instructions.

### **Policy and Service Development**

- Leading on the annual update of the Trust's Safe and Secure Handling of Medicines Policy
- Leading on the annual update of the Trust's Medicine Optimisation Strategy
- Ensuring the department has up-to-date standard operating procedures (SOPs)

### **Training and Education**

- Ensure collaboration with the School of Pharmacy, University of Brighton and the Brighton and Sussex Medical School with the provision of education and training to undergraduate and post graduate students and supporting undergraduates, post registration development, pharmacist prescribing, clinical leadership and research.

### **Personal and Professional Development**

- Personally undertake continuing professional development (CPD) to update knowledge and skills in order to maintain and improve competence and performance as a pharmacist and as a manager.
- Maintain an up to date portfolio of evidence to meet the Royal Pharmaceutical Society's requirements for CPD.

### **Other**



- Participate in the provision of pharmacy services at week-end and on bank holidays.
  - Contribute to the overall management activities of the Division through attendance at Performance Review, Safety and Quality and Divisional Board meetings.
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### **FLEXIBILITY STATEMENT**

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

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### **COMPETENCE**

The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should clinical staff work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager, Supervisor or Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

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### **PROFESSIONAL REGISTRATION**

All staff who are members of a professional body have a responsibility to ensure they are both familiar with and adhere to standards of professional practice and conduct.

Members of Staff are responsible for ensuring the continuity of their professional registration and providing renewal details promptly to their line manager.

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### **EQUALITY AND DIVERSITY**

All staff members have a responsibility to treat all colleagues, patients and clients with respect, and to ensure that the work environment is secure, mutually supportive and free from harassment and discrimination on any grounds, notably around: age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All staff members have a duty to report any incident which contravenes this to their line manager.

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### **INFECTION CONTROL**

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAIs). They must attend mandatory training in infection prevention and control and be compliant with all measures required by the Trust to reduce HCAIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such

as Hand Decontamination Policy, The Dress Code and Personal Protective Equipment Policy. Post holders who have clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, for example the use of aseptic techniques and the safe disposal of sharps.

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### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

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### **SMOKING POLICY**

It is the Trust's policy to promote health. Smoking, therefore prohibited within the Trust's grounds, buildings and vehicles.

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### **RISK MANAGEMENT/HEALTH & SAFETY**

The jobholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

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### **COMMUNICATION**

Employees must adhere to the Trust's Policy and Procedure for Raising Issues of Concern regarding patient matters, health and safety, corruption and negligence.

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### **CONFIDENTIALITY**

As an employee of this Trust you may gain privileged knowledge of a confidential nature relating to diagnosis and treatment of patients, personal matters concerning staff or patients, commercial confidences of third parties, and the Trust's business affairs. Such information should not be divulged or passed to any unauthorised persons. All staff must abide by the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality. Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.

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## Person Specification

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### Job Details

**JOB TITLE:** Chief of Pharmacy

**DEPARTMENT:** Pharmacy Cross Site

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### Qualifications, Experience and Personal Attributes Required to Perform the Role:-

**D = Desirable Attribute**

Qualifications	
<b>Professional Registration</b>	<ul style="list-style-type: none"><li>• Masters degree in Pharmacy.</li><li>• Registered as a Pharmacist with the General Pharmaceutical Council.</li><li>• Membership of the RPSGB.</li><li>• Post-graduate qualification relevant to hospital pharmacy practice.</li><li>• Leadership or Management qualification relevant to the NHS at Diploma or Masters level</li><li>• Research Methodology Training (D)</li><li>• Evidence of commitment to CPD</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Significant and recent senior experience (within the last 5 years) as either a Chief</li></ul>

	<p>patient pharmacy services</p> <ul style="list-style-type: none"><li>• Significant experience of delivering advanced level clinical pharmacy services to a specialist area.</li><li>• Significant recent experience of planning and making drug and staffing efficiencies</li><li>• Significant recent experience of planning and improving quality of pharmacy services provided</li><li>• Significant experience in business planning and constructing business cases for service developments.</li><li>• Significant experience in setting and managing pay and non-pay budgets for pharmacy services.</li><li>• Significant knowledge and understanding of recruitment, retention and staff development strategies and experience of deploying these successfully.</li><li>• Significant experience of managing and deploying resources effectively and economically.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• All regulatory frameworks and governance arrangements for medicines</li><li>• Knowledge of Good Manufacturing Practice and Good Clinical Practice principles</li><li>• Recruitment and selection</li><li>• Appraisal</li><li>• Risk Management</li></ul>

	<ul style="list-style-type: none"><li>• Diversity awareness</li><li>• Child protection</li><li>• Understanding of the strategic agenda in the NHS, the Area Team</li></ul>
Non-clinical	<ul style="list-style-type: none"><li>• Project Management experience in an acute trust</li><li>• Successful change management experience</li><li>• Chairing Drug and Therapeutics committee</li><li>• Evidence of publishing (posters at conferences and editorials or peer reviewed papers)</li></ul>

**Skills and Abilities**

- Clinical Leadership
- Lead and influence others including other healthcare professionals and senior managers
- Think strategically, develop vision and convey this vision to others
- Strong oral and written communication skills
- Lead and motivate the Trust's pharmacy staff
- Form good working relationships with other colleagues in the Trust
- Form successful working relationships with pharmacy colleagues in other NHS Trusts and across boundaries
- Communicate effectively, both verbally and in writing, complex information to others
- Gain co-operation and/or agreement from others by negotiation and persuasion
- Strong analytical and judgemental skills
- Ability to interpret complex information and to take appropriate action or provide expert advice as a result
- Ability to interpret complex occurrences, such as critical incidents or service complaints, and take appropriate action or provide expert advice as a result
- Communicate sensitively distressing information to staff or patients and staff
- IT skills