

POOLE HOSPITAL NHS FOUNDATION TRUST
CLINICAL SUPPORT SERVICES DIRECTORATE
CHIEF PHARMACIST
JOB DESCRIPTION

Section 1: JOB DETAILS

Post Title: Chief Pharmacist
Grade: AfC band 8
Base: Clinical Support Services Directorate
Hours: 37.5 Hours per week
Responsible to: Deputy Chief Operating Officer

SECTION 2: JOB PURPOSE

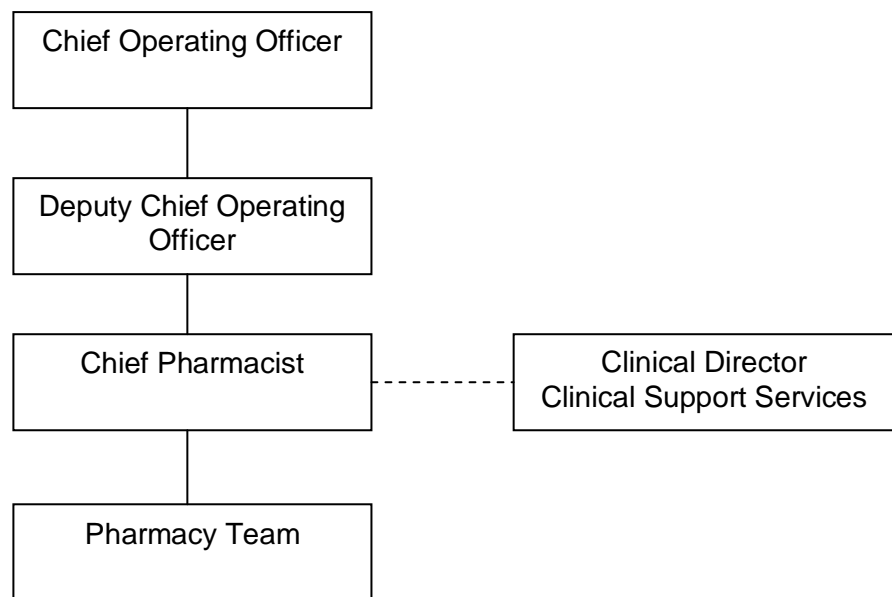
1. To lead, provide and develop the strategic direction for Medicines Management and optimisation for Poole Hospital NHS Foundation Trust. Medicines Management is defined as encompassing the entire process by which medicines are selected, procured, delivered, prescribed, administered and reviewed to optimise the contribution they make to produce informed and desired outcomes of patient care.
2. To influence the use of appropriate medicines across the hospital by providing specialist expertise to support clinical practice and service development; ensure services provided are progressive and support new models in delivering patient care.
3. To ensure high quality, safe, cost effective and optimised use of medicines within the Trust.
4. To provide medicines management expertise and advice to senior managers. This will be achieved by working with all areas of the organisation, to support the development of services and ensure the cost effective use of medicines.
5. To develop and implement prescribing policies based on current good practice and evidence based medicine.
6. To ensure the Medicines Management indicators for the purpose of performance management are maintained and developed, in line with national best practice.
7. To provide leadership to the Pharmacy Team to support the delivery of all Trust objectives.
8. To develop annual plans for Pharmacy in line with Trust strategy.
9. To act as lead for all transformation projects as required.

SECTION 3: DUTIES AND RESPONSIBILITIES

1. To act as strategic lead and hold overall responsibility for Medicines Management and optimisation across the Trust.
2. To act as a member of the Drug and Therapeutics Group, act as Chairman in absence of Chair, and lead the overall management of the Group.
3. To advise the Trust Board on issues relating to the legal framework surrounding the use of medicines.
4. To advise on medicines management and pharmaceutical issues within the trust's service level agreements with other providers.
5. To alert the Trust and Commissioners to the potential financial impact of new drug developments, and advise on financial risk management of the prescribing budget in order to meet the targets agreed.
6. To lead the implementation of key NHS policies, NPSA and NICE Guidance relating to pharmacy, prescribing and therapeutics which underpin the corporate responsibility of the trust on Healthcare Standards for medicines management and optimisation.
7. To take a strong personal role in influencing key stakeholders in shaping and delivering the Trust's agenda related to medicines management and optimisation.
8. To actively seek the involvement of the public and patients within the changing medicines management agenda.
10. Actively contribute to and influence the formulation of the Trust's strategic and operational business plans.
11. Evaluate the Trust's overall performance against corporate objectives and advise the board of any action necessary with regard to Medicines Management issues.
12. To be responsible for ensuring implementation and delivery of national policy and targets regarding medicines management.
13. To ensure a medicines management strategy, (including an action plan with key milestones and performance measures), is in place to support the Trust's strategic & operational business plans.
14. Develop and maintain communication processes with key stakeholders such as the DH, LMC, LPC, and commissioners, NHS trusts and other providers as well as partners outside of the NHS such as social services, voluntary organisations, patients and the public.
15. Provide appropriate Medicines Management performance measures to ensure that the trust can make informed decisions. This will require judgement and option appraisal following analysis and interpretation of highly complex data.
16. Take a strategic lead on the medicines management aspects of risk management, patient safety, clinical effectiveness, education and learning and development, workforce development, public health planning, relationships with commercial organisations and financial planning.

17. Present to senior clinicians and managers highly complex information, derived from different and often conflicting sources such as clinical trials and pharmaceutical company information, and costs, risks and benefits of medication in patients with complex medical needs. This will involve challenging prescribing and behaviours and require tactical negotiation skills.
18. Promote a positive image of the Trust with appropriate external professional/NHS/Government and other organisations.
19. Ensure that all healthcare professionals, especially prescribers, within the Trust are provided with advice and support that encourages safe, cost-effective, legal and appropriate medicines use.
20. Work with clinicians to develop policies and guidelines relating to the use of medicines across the health economy.
21. Work with clinicians, Chief Operating Officer, Deputy Chief Operating Officers and senior Finance Managers to ensure that the prescribing budget is used to provide high quality, cost-effective, optimised and safe prescribing.
22. Ensure that systems and processes are in place which reduces inappropriate prescribing.
23. Ensure that effective systems are in place to:
 - Manage the entry of new medicines within the Trust;
 - Implement prescribing and pharmaceutical aspects of NICE guidance and National Service Frameworks;
 - Implement and audit guidance issued by the National Patient Safety Agency;
 - Ensure compliance with national standards e.g. CQC, TDA, RPS;
 - Increase appropriate patient access to medicines;
 - Identify future risk and work with the Drug and Therapeutic Group to highlight and manage them.
24. To agree and monitor key priorities and targets.
25. To prepare regular reports on progress to the Trust's Risk Management and Safety Group.
26. Ensure the development of a clinical audit plan relating to medicines and monitor its implementation.

SECTION 4: ORGANISATION STRUCTURE



SECTION 5: MANAGEMENT OF RESOURCES

Human Resources

- Lead the Pharmacy team to ensure that professional excellence is achieved.
- Ensure that the Pharmacy team has the range of competencies required to deliver a range medicines management services and to establish and maintain best practice.
- Coach other Pharmacy team members as appropriate to enhance their professional practice and increase professional confidence.
- Ensure all Pharmacy staff has an annual appraisal and all mandatory training is up to date.

Finance

- The post holder will develop and deliver cost improvement projects in line with Trust strategy and transformation programme.
- The post holder has direct budget accountability for Pharmacy pay and non-pay, but also including indirect accountability for the £16-17m of medicines passing through the department, and is required to act with probity and care to secure all departmental assets.
- Staff and non- staff budget management are essential elements of the job as is the influencing of prescribing to contain medicines costs with acceptable limits and other controls e.g. NICE, Formulary and other guidelines.
- The post holder has responsibility for all assets of the service, the security of stocks within the department, medicines and equipment.

SECTION 6: FREEDOM TO ACT

Post holder is required to act with due regard to Professional Code of Conduct for Pharmacists, and to all Trust Policies and Procedures. Patient safety is a priority; this requires freedom to take professional decisions on a day to day basis. There is significant autonomy in terms of personal workload management and planning. Departmental protocols/procedures are signed off at this level.

SECTION 7: EFFORT AND ENVIRONMENT

The application of previous training, management skills and intellect are required daily. Operationally these are frequent and challenging issues arising daily often needing urgent attention and action. The requirement to apply tact and diplomacy to staffing issues, patient care issues at the most senior level in the Trust are all challenging and demanding. Many require the post holder to act with ethical and sound judgement. There is a high degree of confidentiality and circumspection required at this level.

There is occasional exposure to cytotoxic and other potential chemical hazards in professional duties.

TRUST POLICIES, PROCEDURES AND THE POOLE APPROACH

The post holder is required to comply with all Trust Policies, Procedures and Standards and the Poole Approach at all times.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

RISK MANAGEMENT

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly and to co-operate with any investigations undertaken.

HEALTH AND SAFETY

All staff must be aware of their responsibilities under the health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

EQUAL OPPORTUNITIES

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Our policy, *Managing Diversity*, sets out our approach to these matters and it is the responsibility of every employee to comply with it.

CONFLICT OF INTEREST

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not

abuse their official position for personal gain or to benefit their family or friends. The Trust Standing Orders require employees to declare any interest, direct or indirect, with contracts involving the Local health Community. Staff are not allowed to further their private interests in the course of their NHS duties.

APPRAISAL AND STATUTORY TRAINING

Appraisal will be carried out on an annual basis. This job description will be the subject of review as necessary to facilitate service requirement, the delivery of the Government's modernisation programme and development of the Directorate.

NOTE:

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change.

Written by: _____

Agreed by Date: _____

Date: _____

Manager: _____

For Review: _____

Job Holder: _____