

## ROLE PROFILE

<b>ROLE TITLE:</b>	Chief Pharmacist	<b>REPORTING TO:</b>	CADS Directorate manager
<b>DIRECTORATE:</b>	CADS	<b>ACCOUNTABLE TO:</b>	CADS Directorate manager
<b>SECTION/DEPT:</b>	Pharmacy	<b>APPRAISED BY:</b>	CADS Directorate manager
<b>BAND:</b>	8d		

<b>Overall Purpose of Role (Summary)</b>	<p><b>Responsible for developing and delivering Pharmacy and medicines optimisation services to reflect the Trusts strategic objectives</b></p> <ul style="list-style-type: none"> <li>• Is responsible for professional and clinical leadership and advice on pharmaceutical services provided to the Trust. Leads and manages Pharmacy department staff to ensure implementation of medicines optimisation policies and procedures across the Trust, based on legal regulations, current best practice and evidence based Pharmacy practice.</li> <li>• Plans and develops the future strategic direction for operational and logistic functions of Pharmacy services, ensuring effective intra-department communication.</li> <li>• Ensures safe systems of medicines management including prescribing and administration of medicines across the Trust.</li> <li>• Provides specialist advice and expertise and, (delegated from the Chief Executive), informs the Director of Nursing who has corporate responsibility across the Trust, for Medicines Management/Optimisation.</li> <li>• Has responsibility across the Trust for the safe and secure handling of all medicines</li> <li>• Oversees the future development of a high quality Pharmacy service to ensure it is progressive, innovative, responsive and efficient and patient centred.</li> <li>• Ensure the Medicines Optimisation agenda remains a high priority at Trust Board level.</li> <li>• Ensures effective skill mix, use of pharmacy resources and departmental working rotas to provide trust wide cover by the Pharmacy team.</li> </ul>
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## Key Activities / Key Areas of Work

### 1 Communication

1. Provides professional pharmaceutical leadership within the department and to appropriate committees, project teams and multi-disciplinary groups. This will include being a key member of the Trust DTC (Drugs and Therapeutics Committee).
2. Works actively with Trust senior management to ensure the high profile of Pharmacy services within the Trust is maintained and also to promote a positive external profile.
3. Recruits, develops and motivates staff to ensure they are performing to high professional standards and contributing to both the Pharmacy service and Trust Business Plans, 5 year strategy and Corporate objectives.
4. Develops team motivation through effective personal leadership, ensuring views and decisions are communicated both up and down the management structure. Consults with pharmacy staff with regards to changes in roles and responsibilities and working patterns which might impact on work/life balance.
5. Ensures that senior Trust management are aware of circumstances where potentially safe standards of practice could be compromised and if possible advise on potential solutions with respect to safe use and custody of medicines across the Trust.
6. Incorporates views of all service users in the developments and planning of any new services and revised aspects of service delivery.

### 2 Planning and Organising

1. Interprets, where relevant to Papworth NHS Trust, legal, regulatory and professional policies and NHS guidance and clinical policies to manage, develop and lead the vision for the Pharmacy and medicines management services within the context of the Trust's overall strategic direction.
2. Ensures planned service developments are incorporated into the overall Trust business plan and strategic objectives. Ensure that Trust Board members are aware of impact of national Medicines Optimisation guidance, DH policy and NHS England commissioning policies and guidance and the impact of not resourcing initiatives to promote the safe and cost effective use of medicines across Trust, either within the Pharmacy department or which affect the capability of the Pharmacy department to provide services.
3. Represents the Trust as the representative on the Cambridgeshire Joint Prescribing Group. Ensures where possible, that commissioning arrangements and local decision making reflects the cost effective use of medicines in line with specialist services provided in this tertiary referral centre and are in line with NICE TA publications. This may be by provision of Shared Care Guidelines, Business Cases and other strategies to link with general practitioners and other CCGs across the region. Support clinicians in applications for Individual Funding Reviews (IFRs) for ongoing treatment costs provided by CCGs or NHS England. Highlights to senior Trust management any potential risks of prescribing for ongoing treatment of patients which could produce a financial liability to the trust and ensure this is reflected on the Trust Risk Register
4. Ensures compliance with Clinical Governance standards in medicines management (in accordance with legal, regulatory and professional guidance, NHS policy and evidence based best practice across UK). Represents Pharmacy on the Trust Quality and Risk Group. Via the DTC ensures action plans from Medicines Management audits (annual

programme or in year ad-hoc audits) are managed and where necessary escalate to the Risk Register.

5. Business Continuity Planning: To ensure that effective emergency planning measures are in place inclusive of effective contingency and business continuity plans and that departmental plans are reviewed at least annually.

### **3 Managing – People and Resources**

1. Responsible (together with the Deputy Chief Pharmacist and team leaders) for the recruitment and induction of any new staff into the department. Ensuring that training at induction includes understanding of both local and Trust wide policies with particular reference to Information Governance and Security. Ensures that records of any training at induction are kept as part of the staff records and that these confidential staff records (including appraisal documentation) are stored appropriately at all times.
2. Manages Pharmacy pay and non-pay budgets and pharmacy specific research and charitable funds. Meets regularly with financial accountants and Trust SIP team to review budgetary control and SIP programmes for Pharmacy. Produces and monitors annual departmental business plans and budgetary forecasting for future years budget setting exercises.
3. Authorised signatory for Pharmacy financial orders and invoices, including locum timesheets for the appropriate financial threshold as per the Trust Standing Financial Instructions (SFIs) procedure and in line service provided by external contractor (SBS). Identifies to Senior Trust management any in-year cost pressures within the department and where possible methods to deal with them. Contributes to trust business planning and identifies future cost pressures so consideration for funding the following year is taken into account.
4. Ensures economical purchasing, appropriate storage and distribution of pharmaceuticals (in accordance with good Medicines Management practice and recommendations e.g. CMU guidance and Trust SFIs). Ensures that the requirements of “Good Distribution practice” are complied with on site.
5. Manages all Pharmacy procurement processes, ensuring that medicines are purchased according to local, regional or national contracts, where they exist, and to ensure that all products are tendered and purchased in accordance with the Trust SFIs and statutory legislation
6. Monitors and reports on Trust-wide medicines usage and expenditure, providing advice to ensure informed decisions can be taken on appropriate and effective drug therapy within the given resources for drug budget allocations to directorates. Liaises and meets with directorate pharmacists attending directorate business unit meetings to ensure any new service developments do not impact on Pharmacy and Medicines management services without due consideration of the effect of increased or changed workload.
7. Responsible for all performance management, including sickness absence, within the Trust HR policies. Ensures staff awareness of their objectives (personal and organisational) within the annual and quarterly appraisal process. Appraises direct reports and is responsible for the direct line management of the Pharmacy senior team.
8. Continually reviews skill mix to ensure the needs of the service are met, whilst also ensuring professional standards are complied with. Ensures that any deficits are reported in a timely manner to line manager and added to the Trust Risk register where applicable.

9. Involves Pharmacy department in delivery of Clinical Governance agenda in accordance with Trust strategy. Implements and monitors national directives and any relevant initiatives that could impact on the Pharmacy service.
10. Manages training budgets and ensures fair allocation of training opportunities amongst staff, at all grades. Promotes education and development of staff within the department, ensuring there are opportunities to provide in-house educational programmes and sessions as well as personal development opportunities.
11. Encourages pharmacy staff to undertake post graduate qualifications and either as part of a masters qualification or independently (e.g. within a pharmacist consultant role), to undertake pharmacy related practice research.

#### **4 Health, safety and security**

1. Ensures all staff are aware of the legal requirements of the Medicines Act, Misuse of Drugs Act and "Standards for Pharmacy Professionals" published by the General Pharmacy Council annually and where necessary, monitors adherence and compliance to these regulations and standards.
2. Is responsible for ensuring the requirements of all relevant legislation (H & S at work, COSHH etc.) are carried out in the department and staff work to all recommendations of such legislation, are appropriately trained and instructed in their responsibilities. Ensures where necessary that all staff have suitable protective equipment to wear/work with to enable them to carry out their duties.
3. Ensures errors, complaints and clinical incidents are investigated, resolved and notified within the Trust clinical incident reporting scheme (Datix®) and complaints procedure. Is a member of the Trust Quality & Risk management group and produces the departmental quarterly report. Monitors and reviews departmental governance issues ensuring that appropriate action is taken and learning is shared in response to reported incidents and highlighted risks.
4. Chairs the Trust-wide medical gas committee ensuring wide representation from all disciplines that contribute to the safe operation and management of piped oxygen from the VIE around the trust and in the use of cylinders of medical and special gases used on Papworth patients and for research purposes. Reviews all incidents involving medical gases to ensure root cause and lessons learnt can be shared with users. Works with Education staff to ensure that the annual professional day training highlights any particular risks that have been highlighted to the committee in the previous year.
5. To be deputy Accountable Officer, acting on behalf of the Director of Nursing in their absence in relation to Controlled Drugs incidents and to attend the Local Intelligence Network Meetings for NHS England (East) on their behalf. To provide annual reports on the use of controlled drugs within the trust and highlight issues that affect the Trust as reflected in the annual CQC report.
6. To highlight and report any intelligence where the implementation of electronic prescribing systems used in the trust have increased the risk of clinical safety for patients and ensure that these risks are evaluated by the appropriate authority at the highest level.
7. Maintains the Datix database on the Trust risk register for both Pharmacy and Trust-wide Medicines Management issues. Produces action plans for each risk and reviews each risk at appropriate intervals.

8. Ensures that any risks from the procurement of medicines is highlighted to service users and prescribers, particularly with the risk of unlicensed and compassionate use (usually 'pre-licence') medicines including any potential ongoing financial risks for the trust. Complies with 'purchasing for safety' initiatives wherever possible. Changes purchasing policy on recommendations from the Trust medication safety officer should there be any new or perceived risk with products currently being purchased. Ensure clinicians are made aware of any potential risks and where they exist escalate these to the Drugs and Therapeutics Committee.

## **5 Service Improvement**

1. Develops Pharmacy services and in particular directorate pharmacists to pro-actively influence safe and cost effective medicines use across the Trust, in consultation with clinical staff.
2. Promotes pharmacists as a resource for the teaching and education of Trust staff in the use of medicines and issues of concern e.g. reduction of medication errors. Ensures Pharmacy staff are integral to the delivery of medicines management training as indicated by the Trust training needs analysis for Medicines Optimisation.
3. Identifies possible cost reduction initiatives in medicines use for presentation to individual directorates and the Drugs and Therapeutics Committee. Manage any resultant changes in medicines use and audit any such financial savings. Allocates staff to review SIP procurement projects and pharmacists in the QIPP delivery and input into Regional Pharmacy PresQIPP network for medicines use.
4. Is the responsible officer for the Pharmacy homecare service and is aware of outputs from the East of England Collaborative procurement hub 'Homecare Group' which feeds into the National Homecare Group via the Homecare service team leader who represents Papworth on this group. Works with the trust senior finance team to ensure the NHS England annual funded budget is commensurate with the salary costs and establishment for the service provided.
5. Is responsible for the Pharmacy Clinical Trials service for both pharmaceutical industry sponsored and trust initiated research studies and ensure that all practice within the department meets ICH /GCP guidelines. Ensures compliance with requirements for external auditors (including MHRA) on aspects of research involving clinical trial medication.
6. Promotes and supports R & D activity which encompasses any aspect of Medicines use. Manages the Pharmacy clinical trials team through the lead pharmacist and is aware of any issues with proposed trials which require additional Pharmacy resources or participation therein is prevented by inability to meet the protocol requirements
7. Ensures that pharmacists working with the chosen electronic prescribing system and EPMA for the Trust are involved in modifications and software enhancements that could change any facets of the electronic prescribing process to support nursing and medical prescribing colleagues in ensuring safe practice and prescribing.
8. Working with Chief pharmacist colleagues in the local transformation geography and wider East of England to consider joint benefits of the 'Carter' agenda and work streams and within the System Transformation project where locally agreed collaborative working benefits the Trust and Pharmacy service. Contribute to both local and National benchmarking exercises.

## 6 Quality

1. Working closely with the deputy Chief pharmacist review pharmacy key performance indicators and other performance indicators ensuring they adequately reflect the service and meet ongoing needs. Feeds the relevant service specific KPIs into the Trust-wide monthly PIPR reporting system for the senior management executive. Ensures services are delivered in line with commissioners' requirements and national and local performance targets (e.g. medicines related CQUINs).
2. Ensures practice is evidence based, wherever possible and patient focused, sharing practice with interested parties.
3. Promotes lifelong learning/CPD, post registration education and vocational training for all Pharmacy staff. Ensures that registered staff required to complete the General Pharmacy Council requirement for mandatory CPD are completing records in the requisite timeframe to fulfil the requirements of registration with this professional body. Encourage pharmacists to submit portfolios to the Royal Pharmaceutical Society for accreditation as a Faculty member.
4. Is the named pre-registration manager for Papworth Hospital NHS Trust to provide accredited training for any pre-registration pharmacists undertaking a placement in the department. Jointly, with other pre-registration pharmacist tutors within the department, ensures compliance with the requirements for pre-registration placements by submission of an accredited programme to the General Pharmacy Council and ensures tutors have sufficient time and experience to take on this role.
5. Formulates a long term strategic medicines management audit plan across the Trust. This will incorporate both policies and procedures and methods of improving awareness and adherence to Medicines Management policies and procedures. Develops and supports audit projects involving the use of medicines within the Trust. Develops audit processes within the department to ensure all legal, professional and service requirements are met.
6. Ensures data quality for the production of reports, internal and external. That the reports format is kept updated and produced in a timely manner to meet strategic and business objectives, including invoicing deadlines for external organisations e.g. billing for high cost drugs for NHS England.

## 7 Meetings

Internal to the Trust	External to the Trust
Drugs and Therapeutics Committee	Pharmacy Managers Eastern Network
Quality and Risk Management Group	Cambridgeshire & Peterborough Joint Prescribing Group (Area prescribing committee)
Local and Specialist Commissioning	Local Intelligence Network (LIN) for East of England – representing Trust AO
Operational Executive group	PresQIPP group (East of England)
Medical Gas Committee (Chair)	Cambridgeshire & Peterborough Chief Pharmacists network (Transformation)
Recruitment and Retention	
SIP PMT	
Lorenzo Design Authority	
Monthly 1:1 with CADs manager	

## TRUST- WIDE:

### **1 Equality & Diversity**

To promote equality and value diversity

### **2 Business and Contingency Planning (8a and above)**

To ensure that effective emergency planning measures are in place inclusive of effective contingency and business continuity plans.

### **3 General Trust Standards**

1. To act in a manner that a reasonable person would expect from a member of staff in that profession or pay band.
2. To adhere to the Trust policies and procedures.
3. To treat all information in accordance with the Data Protection Act (1998)
4. To report any area of concern to the **Manager**.
5. The job description will be reviewed annually by the line manager and may be amended after discussion with the post holder (s).
6. Managers only (band 7 and above) You are required to comply with the Code of Conduct for NHS managers
7. This job description is intended as a guide to the main responsibilities of the post, and the post holder will be required to undertake such duties appropriate to the position as may be required by the Manager to ensure the smooth running of the service.

### **4 Infection Control**

1. Apply standard precautions for infection control, using a series of interventions that minimise or prevent cross infection, including effective hand washing/cleansing when appropriate, particularly on entering and leaving clinical areas and between each patient.
2. Use of personal protective clothing and additional protective equipment when appropriate. Strict adherence to Trust guidelines on collecting and handling of clinical specimens.
3. Work in partnership to promote health and well being and reduction of risk in relation to infection control standards which might include walk-around audits, analysis of data and challenging non- adherence.

### **5 Health and Safety**

1. Within their own area of responsibility, the postholder will be responsible for assessing the risks to the health and safety of staff, patients and visitors or to the achievement of the Trust's objectives. The postholder must ensure that identified risks are reported centrally to the Risk Management Team, so that significant clinical and non-clinical risks are included in the Trust's Risk Register.
2. The postholder will participate, as required, in clinical and non-clinical audit projects aimed at improving patient care and the effective and efficient delivery of services.
3. Where required by safety legislation or mandatory requirements of bodies such as the NHS Litigation Authority, the postholder will contribute to the preparation and review of written risk assessments, including clinical risk assessments, at appropriate intervals and, where necessary, develop and implement suitable risk treatment plans.

4. The postholder will be responsible for ensuring attendance of staff at mandatory training sessions appropriate to the posts held and for providing a quarterly breakdown of attendance and reasons for non-attendance.

## 6 Clinical Governance

The post holder will be accountable for continuously improving the quality of their services and safeguarding high standards of care, and contribute to creating an environment in which clinical excellence will flourish.

## 7 Dignity at Work

- To ensure through own behaviour postholder sets a professional example
- Be aware of the Dignity at Work (eliminating bullying and harassment) procedure
- Ensure the Trust policy is implemented within area of responsibility, including using judgement to correct standards of conduct or behaviour which could be construed as harassment and to remind staff of these standards
- Treat each allegation of harassment and bullying seriously and sympathetically
- To promote equal opportunities for all, monitoring own practices and those of the team to ensure actions are taken to reinforce that discrimination is unacceptable

## COMPETENCIES

### NHS Knowledge and Skills Framework

Dimension		Level	KSF Standard
Communication	C1	4	Develop and maintain communications with people on complex matters, issues and ideas and/or in complex situations
Personal people development	C2	4	Develop oneself and others in areas of practice
Health, safety & security	C3	4	Maintain and develop an environment and culture that improves health, safety and security
Service development	C4	4	Work in partnership with others to develop, take forward and evaluate direction, policies and strategies
Quality	C5	4	Develop a culture that improves quality
Equality, diversity & rights	C6	3	Promote equality and value diversity
Specific Dimensions		Level	
Health and Wellbeing	HW B7	3	Plan, deliver and evaluate interventions and/or treatments
Health and Wellbeing	HW B10	4	Support, monitor and control the supply of products
General	G3	4	Develop, review and improve commissioning and procurement systems
General	G4	3	Co-ordinate, monitor and review use of financial resources
General	G5	4	Plan, co-ordinate and monitor delivery of services and projects
General	G6	4	Plan, develop, monitor and review the recruitment, deployment and management of people



## Structure

Director of Nursing (for medicines management and link to Trust Board) / CADS directorate manager (day to day management and directorate issues)



Chief Pharmacist



Deputy chief pharmacist, Antimicrobials specialist pharmacist, PA, Band 6 senior pharmacy technicians (Procurement & Distribution, Homecare and Clinical Trials)

## Dimensions

- Responsible for Pharmacy (145050) pay and non-pay budgets, Homecare budgets and Research and Charitable funds.
- Advises clinical directorates (via directorate pharmacists) of budgetary impact of medicines expenditure.
- Provides reports to DTC and clinical directorates on drug expenditure and other aspects of Medicines Management.
- Manages all staff in the Pharmacy through Deputy Chief Pharmacist and band 6 senior pharmacy technicians.
- Provides information to local and national commissioners with regards to high cost drugs (PbR excluded) expenditure and where CQUINs or QIPP projects are involved.

## Work/Business contacts (Key stakeholders)

**Internal:** Senior Trust management, Directorate Clinical leads and Managers, All grades of medical and nursing staff, Pharmacy, HCS and AHPs, Education, Audit, Quality & Risk Management, Procurement, Business Office, Finance and IT department staff.

**External:** CCG chief pharmacists and medicines management teams, local networks involving CCG staff (e.g. area prescribing committee CPJPG), DH Commercial Medicines Unit, East of England pharmacy managers network (PhEN), Health Education East of England (Professional advisor on Health Sciences), Regional/national specialist services including:- Medicines Use and Safety network, Quality Assurance, Medicines Information, Procurement and Education.

## Expertise in Role

Expertise in role required (at selection)	Essential or Desirable	How Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Vocational masters degree in Pharmacy</li> <li>G.Ph.C registered/practising pharmacist</li> <li>Higher degree/diploma in Clinical Pharmacy</li> <li>Post graduate experience in hospital pharmacy</li> <li>Evidence of Continued Professional Development</li> <li>Faculty Membership of Royal Pharmaceutical Society</li> <li>Management / leadership qualification</li> <li>Independent Prescriber</li> </ul>	Essential Essential Essential Essential Essential Desirable Desirable Desirable	A. form Prof. register A. form A. form Interview A form A form A form
<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>Experience as an effective clinical practitioner in NHS hospital pharmacy</li> <li>Demonstrates expert clinical knowledge and skills, through training and experience</li> <li>Demonstrates advanced level of clinical reasoning and judgement</li> <li>Experience in provision of education and training to staff with varying ability levels</li> <li>Experience in Clinical Audit</li> <li>Demonstrates active participation in Multi-disciplinary healthcare research</li> <li>Experience in leading, supervising and managing staff within an NHS hospital</li> <li>Ability to plan and execute long term projects and manage multiple projects concurrently</li> <li>Experience in Project management</li> <li>Expert understanding of Primary and Secondary Care prescribing issues</li> <li>Experience of financial and budgetary management within the NHS</li> </ul>	Essential Essential Essential Essential Essential Desirable Essential Essential Desirable Essential Essential	Reference Reference Reference A. form/reference A. form A. form A. form/reference A.form/interview A. form/interview A.form/interview A. form/interview

<b>Qualities</b> <ul style="list-style-type: none"> <li>• Demonstrates good oral and written communication skills</li> <li>• Demonstrates good organisational and time management skills</li> <li>• Demonstrates the ability to influence and negotiate with pharmacy, medical, nursing and management colleagues</li> <li>• Demonstrates the ability to identify and prioritise management and clinical workload (where applicable)</li> <li>• Has the ability to identify and manage risks</li> <li>• Can work autonomously, demonstrates self - motivation and is able to meet set targets</li> <li>• Can demonstrate innovation and proactive approach to practice change</li> <li>• Ability to effect and manage change</li> <li>• Able to work to targets and meet tight deadlines</li> </ul>	Essential	Interview
	Essential	Reference
	Essential	Reference
	Essential	Reference/ interview
	Essential	Reference/A.form
	Essential	Reference
	Essential	Reference/A.form
	Essential	Reference/ interview
	Essential	Reference

Other (Physical, mobility, local conditions)	Essential or Desirable	How assessed
<b>Circumstances</b> <ul style="list-style-type: none"> <li>• High level IT skills</li> <li>• Flexible approach to working hours and practices to meet service needs.</li> </ul>	Desirable	Interview
	Essential	Interview

Expertise in role – after initial development : Foundation Gateway
<ul style="list-style-type: none"> <li>▪ Day to day management of Pharmacy service.</li> <li>▪ Regular attendance at DTC, Operational Executive Group, Quality and Risk Management meetings, highlighting any issues pertinent to Pharmacy/ Medicines management service.</li> <li>▪ Regular meetings with direct reports and team leaders to ensure effective management of all Pharmacy staff.</li> <li>▪ Regularly meets with all staff in form of 'Staff Update' to share information and allow staff to inform colleagues of any change in working practice in their own areas.</li> </ul>

**Expertise in Role : 2<sup>nd</sup> Gateway**

- Regularly reviews the operation of the Pharmacy service and implements change in line with national guidance and local service needs.
- Ensures all departmental and Medicines Management SOPs are current, regularly updated and reflect the service provided across the Trust.
- Regularly contributes to the business of the Drugs and Therapeutics, Quality and Risk Management meetings, Cambridgeshire and Peterborough Joint Prescribing Group (Area Prescribing Group) and Commissioners meetings (local and NHS-England).

**Signatures**

**Approved by: Director/General Manager:** \_\_\_\_\_

**Approved by: Human Resources:** \_\_\_\_\_

**Signatures**

**Postholder:** \_\_\_\_\_

**Line Manager:** \_\_\_\_\_

**Role Profile last reviewed:** \_\_\_\_\_