

JOB DESCRIPTION

1. JOB TITLE	TRUST CHIEF PHARMACIST
2. LOCATION	Any site within the Trust
3. NOMINAL BASE	DMH or UHND
4. BAND/SALARY	Band 8d
5. RESPONSIBLE TO	Associate Director of Operations (ADoO) (Clinical Specialist Services) Trust Medical Director

6. JOB PURPOSE/SUMMARY

The Trust Chief Pharmacist has a number of specific and distinct job roles within the Trust including;

- Responsible for the leadership, management and strategic development of pharmacy services across the Trust.
- Corporate, statutory responsibility for medicines management across the entire Trust with direct accountability to the Medical Director for ensuring that safe, effective and cost effective systems are in operation for the prescription, dispensing and administration of medicines.

7. DIMENSIONS OF THE JOB

To fulfil the statutory responsibilities of the roles;

- Chief Pharmacist of a secondary care foundation trust – to act as the ‘superintendent pharmacist’ for the Trust as required by all applicable legislation including the Medicines Act 1968.
- Accountable Officer for controlled drugs – as defined by the Controlled Drugs (Supervision of Management and Use) Regulations 2006

Act as the Responsible Officer for Homecare Services as detailed in the Department of Health report ‘Homecare Medicines — Towards a Vision for the Future’.

Corporate responsibility and accountability to the Board, via the Medical Director, for the legislative, governance and operational aspects of medicines management

Provide professional advice to the Care Groups, Chief Executive, Medical Director and Executive Team, ensuring that medicines are used in a safe, appropriate and efficient way and that the Trust achieves best practice in all matters legal and professional regarding medicines management.

Ensure that all pharmacy practice, including their own, is within the boundaries described within the latest version of the 'Medicine, Ethics and Practice Guide' issued by the General Pharmaceutical Council.

Statutory and ethical responsibilities for ensuring safe systems are in place for the selection, procurement, prescription, dispensing and administration of medicines. To ensure that the Trust complies with national standards including Care Quality Commission, Standards for Better Health and Clinical Negligence Scheme for Trust where applicable.

Take lead responsibility for the delivery, management and strategic development of pharmacy and medicines management services across the Trust.

Take lead responsibility for the delivery, management and strategic development of outpatient services across the Trust.

Delegated accountability for ordering and management of all medicines used within the Trust (totalling £34m in 2015/16) and be budget holder for all pharmacy budgets.

Provide strategic and professional leadership in medicines management and pharmacy across the wider health economy.

Deliver Trust-wide compliance with national and local standards, to ensure safe and effective management of medicines and outpatient services.

The Trust Chief Pharmacist is professionally accountable to the Trust Medical Director for medicines management and managerially accountable to the Associate Director of Operations (Clinical Specialist Services) for the leadership and operational management of pharmacy and outpatient services.

Areas managed

The Trust Chief Pharmacist leads and manages the trust wide directorate of Pharmacy and Medicines Management. Senior pharmacists or senior technicians manage departments and sub-specialities within the directorate which include clinical pharmacy and medicines management services, operational pharmacy services (dispensaries, drug procurement, drug preparation), education and training, aseptic services, antibiotic services, community health services, clinical governance and performance, quality and safety.

Pharmacy departments are situated on all three main hospital sites providing extensive clinical pharmacy services at ward level. Operational services have been centralised where possible with UHND hosting the centralised Stores function that handles over 145,000 transactions annually and the DMH site hosts the Aseptic Service that prepares almost 8000 chemotherapy doses per year.

The vast majority of the 8,000 staff employed within the Trust either undertake medicines related activities and/or have responsibility directly or indirectly associated with medicines management. Medicines management encompasses the selection, procurement, dispensing, delivery, prescribing, administration and review of medicines to optimise the contribution they make to produce informed and desired outcomes of patient care. It

includes all the related processes, activities and systems inside, and outside of the pharmacy, undertaken by doctors, nurses, porters, theatre staff and pharmacy staff. It extends over the whole trust and across the wider health economy.

The Trust Chief Pharmacist, as Trust nominated Accountable Officer, also has overall responsibility for safer management of controlled drugs throughout the Trust.

Staff Management

The Trust Chief Pharmacist directly manages the senior staff within Pharmacy. The department employs c. 101wte staff all of whom are ultimately accountable to the head of service. The post holder is responsible for the recruitment, development, retention and workload allocation for pharmacy and outpatient staff.

Financial management

The Trust Chief Pharmacist has direct managerial accountability for a net budget of £4.5m within Pharmacy and financial control accountability for medicines purchased, stored and distributed by the Trust totalling approximately £34m per annum. The post holder is expected to exert influence over prescribers to promote cost effective use of medicines and to control medicines expenditure in the Trust and across the health economy.

Areas of influence

The Trust Chief Pharmacist is the professional head of pharmacy and as such has responsibility for the interpretation of legislation, national guidance and for the development of trust wide policies regarding pharmacy and medicines management.

Responsible for long term planning, strategy and leadership for pharmacy and medicines management in Trust.

Works with and advises senior clinicians, exec team, and senior managers both in the trust and in the wider health economy on pharmacy and medicine management services.

Works collaboratively with Chief Pharmacists from other trusts to respond to national consultation documents, develop strategies to implement national guidance on a regional scale, develop training programmes and share best practice.

Work collaboratively with senior professionals from other disciplines and outside the trust e.g. CCGs, NHS England, NPSA on developing models of safe medication practice.

Member of the Clinical Standards and Therapeutics Committee, Quality & Healthcare Governance Committee and Chair of the Medical Gases Group.

Represents the Trust on the Controlled Drug Local Intelligence Network and the Area Prescribing Committee.

8. ESSENTIAL KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

- See Person Specification for details

9. TRUST BEHAVIOURS FRAMEWORK

Patients, public and staff have helped develop the Trusts' Behaviours Framework of Values that inspire passion in the NHS and that should underpin everything it does. The NHS values provide common ground for co-operation to achieve shared aspirations, at all levels of the NHS. The post holder is required to commit to delivering the actions in the Trust's Behaviours Framework:

Working together for patients

Patients come first in everything we do. We fully involve patients, staff, families, carers, communities, and professionals inside and outside the NHS. We speak up when things go wrong.

Respect and Dignity. We value every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care – safety, effectiveness and patient experience – right every time.

Compassion. We ensure that compassion is central to the care we provide and respond with humanity and kindness to each person's pain, distress, anxiety or need.

Improving lives. We strive to improve health and wellbeing and people's experiences of the NHS.

Everyone counts. We maximise our resources for the benefit of the whole community, and make sure nobody is discriminated against or left behind.



Behaviours
Framework Jan2015.

All employees are required to promote high quality care and good health and wellbeing through the enduring values described by the Department of Health: "The 6Cs – care, compassion, competence, communication, courage and commitment."

Duty of Candour

All employees are required to comply with the Statutory Duty of Candour: The volunteering of all relevant information to persons who have or may have been harmed by the provision of

services, whether or not information has been requested and whether or not a complaint or a report of that provision has been made

10. MAIN DUTIES AND RESPONSIBILITIES

Strategic development

Provide strategic leadership for medicines management within CDDFT and collaboratively across the region.

Produce, implement and monitor a pharmacy business plan and strategy for medicines management and associated policies and procedures that fully reflects developments within the Trust, the wider NHS and current government guidance and legislation, working in association with the Medical Director, Director of Nursing and Clinical Leadership and other relevant clinicians and managers.

Ensure a pharmacy structure this delivers high quality medicines management and integrated working with all clinical and non-clinical services.

Provide an annual medicines management report to the Trust Board.

Ensure that effective relationships are developed and maintained in relation to Medicines Management between Pharmacy, Clinical Governance team and all other key internal and external stakeholders.

Identify and develop opportunities that link Medicines Management modernisation to Trust, PCT and NHS priorities and work with clinicians and managers to deliver these.

Professional leadership and advice

Provide professional leadership and advice to all pharmacy staff working in the Trust.

Interpret broad clinical and professional policies, NHS guidance and relevant legislation and provide strategic and professional advice to the Chief Executive and Executive Team regarding all aspects of medicines management to ensure safe and effective practice.

Ensure the Pharmacy service provided in the Trust is patient focused.

Ensure all departmental staff have appropriate opportunities and support for training and development and are acting in accordance with the Code of Ethics of the Royal Pharmaceutical Society of Great Britain and requirements of the General Pharmaceutical Council.

Be a member of the North East Senior Pharmacy Managers Group and actively collaborate in regional wide medicines management initiatives.

Lead on the development of electronic prescribing and medicines administration across the Trust.

Operational Management

Provide professional leadership to the Pharmacy service to meet current statutory obligations.

Delivery effective and efficient clinical and technical pharmacy services within available resources.

Develop, agree and monitor key performance indicators for all aspects of pharmacy services. Ensure that all appropriate information is captured and recorded accurately.

Ensure the optimal deployment and use of departmental staff within budgetary constraints.

Ensure good communication between all sectors of the department and with wards and departments and the wider Care Groups to whom pharmacy services are provided.

Ensure a strong customer service and patient focus to all pharmacy services.

Ensure that all risks are identified, assessed and actioned as appropriate within pharmacy services and that a risk register is maintained and updated regularly to ensure that on-going risks are escalated.

Prepare an assurance framework for pharmacy services to provide Care Group management and Executives with the assurance that governance issues have been identified and are being appropriately assessed and mitigated.

Ensure an effective document process is in place for all relevant policies and procedures.

Ensure there is an appropriate skill mix within the department teams and promote the extended roles of technicians and health care assistants and the appropriate use of technology.

Ensure that there are current procedures governing the selection, procurement, prescription, supply, storage and administration of medicines within the Trust and that these promote the safe and effective use of medicines.

Ensure that there are systems in place to guarantee that medicines purchased and supplied are of the appropriate quality and be accountable for the procurement and distribution for medicines in the Trust.

Adjudicate on issues of service provision that may be contentious or controversial.

Run an effective formulary system for the Trust including:

- developing an effective system for the funding of new technologies,

- developing the system for the evaluation and adoption of new technologies by the Trust in a way that meets the needs of medical advances whilst preventing unnecessary expenditure,
- providing advice to the Director of Finance, Medical Director and PCTs on the impact of new therapies.

Lead on aspects of, or actively participate in, trust-wide issues outside of the pharmacy service.

Ensure operational support for clinical trials and clinical research activities.

Finance and business management

Ensure adherence to Trust's Standing Financial Instructions and Standing Orders, Financial Procedures, and standards of business conduct.

Manage the departmental pay and non-pay budget to ensure they remain within current resources and achieve any set cost reduction target. To advise the ADoO of exceptional circumstances which may impact on budgetary management and delivery and provide a full range of options for dealing with them.

Implement and monitor a system of delegated budget management within the department and ensure that leaders within each service area are aware of their delegated financial plans and targets.

Ensure maintenance and regular review of the pharmacy staff establishment and mapping of budgets and income.

Be an authorised signatory in line with the Trust's Standing Financial Instructions for pharmacy orders not exceeding £25,000. To ensure all pharmacy transactions, including ordering and receipt of medicines and collection of pharmacy related income complies with Trust standing financial instructions and national guidance and legislation. To have delegated authority for the purchase, receipt and storage of all medicines used in the Trust.

Ensure development of appropriate business cases relating to capital and strategic developments and to address identified risks.

Ensure pharmacy stock-holding levels are appropriate, monitored and handled safely and securely.

Ensure the provision of timely and accurate information on medicines and directorate costs and activities, especially in relation to medicines excluded from Payment by Results.

In collaboration with the Charitable Funds staff, ensure that the Pharmacy Trust Funds have agreed spending plans and that all donations and payments from the funds fall within the scope of these charitable funds.

Ensure IT is used in all aspects of the pharmacy and medicines management to maximise efficient and timely service and appropriate use of staff.

Human Resources Management

Ensure effective communications and staff involvement across the service area.

Establish new ways of working in conjunction with clinicians, other healthcare professionals, support and HR staff. This includes skill mix reviews, agenda for change benefits realisation and other staffing strategies.

Accountable for the direct management of the senior management team within Pharmacy and, through them, for all staff within the service.

Manage workforce planning, recruitment and staff training, and ensure objectives, personal development plans and appraisal are conducted for all staff. Promote and encourage training, development, and educational opportunities for all staff. This means as a minimum:

- A robust recruitment process compliant with trust policy
- An audited induction program that also includes induction of agency/locum staff
- Ensures that staff have adequate clinical supervision/mentorship
- A minimum of an annual appraisal with quarterly reviews
- Attendance at all mandatory training
- 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.
- Participate in disciplinary and grievance issues for staff within the service area, as necessary.

Ensure that systems are in place to identify poor performance, conduct issues and that any individuals identified are appropriately supported and managed within trust policies. Ensure that grievances and whistle blowing are treated appropriately and within Trust policies.

Advise the Chief Executive, Trust Board and Executive Team on local and national standards of practice and changes in legislation that may impact on workforce planning for pharmacy services.

Accountable for the development of a pharmacy workforce plan, as part of the business planning process and as a contribution to planning across the local health economy and wider through the North East Senior Pharmacy Managers Group.

Ensure development and implementation of a learning and development strategy for directorate staff that is in line with the Trust's Learning and Development Strategy. This will include pre- and post-registration training and CPD for all staff.

Ensure appropriate processes for assessing competency of directorate staff and be responsible for professional endorsement of that competency.

Work with the senior management team to foster an environment that involves pharmacy staff in decision making within the department and supports staff in delivering key departmental objectives.

Foster an environment within CDDFT that encourages multi-professional reporting, review and analysis of medication incidents and facilitates sharing, communication and implementation of learning from local, trust wide national review of medication incidents.

Foster a culture of joint working and collaboration with Pharmacy services across North East region, providing appropriate leadership to that collaboration.

Medicines Management

Be the lead professional in the Trust with responsibility for safe and secure medicines practice. This includes medicines selection, procurement, storage, prescribing, preparation, dispensing, supply, administration and patient education. To advise the Chief Executive, Trust Board, and Executive Team of local and national developments, recommendations and their impact in relation to Medicines Management.

Ensure appropriate linkage of Medicines Management to clinical governance within the Trust and clinical divisions.

Work with key clinicians and managers to develop and implement a trust-wide medicines management policy and work programmes to deliver the medicines management strategy.

Ensure the provision of information and advice relating to all aspects of medicines management to medical, nursing and other clinical staff.

Take lead responsibility for the management of medicines' safety with the Trust.

Working through the Clinical Standards & Therapeutics Committee and with key staff across the Trust, to develop, implement and maintain a rigorous process for entry of new medicines, including NICE assessments and to ensure appropriate links to decisions involving related devices and products.

Support development and implementation of systems for the setting, monitoring and review of medicines expenditure by clinical services and facilitate links to commissioning and priority setting by the Area Prescribing Committee, NECTAG and NETAG.

Promote and implement modernisation of medicines management practices.

Ensure compliance with local and national standards of practice and legislation through audit processes, including external audits, quality initiatives and reports to the relevant Trust personnel, committees or boards.

Homecare Services

As outlined in the DH report 'Homecare Medicines – Towards a Vision for the Future' the Trust Chief Pharmacist has a number of responsibilities in relation to Homecare Services. These include;

- Accountable for ensuring the safe and effective administration and supply of medicines in homecare.
- Set the strategy for homecare medicines delivery and services with the Medical and Nurse Directors, to ensure cost effective and safe services are available.
- Work with Clinical Directors to ensure that appropriate patient cohorts are identified for homecare treatment, and realistic demand projections are set.
- Ensure the development of a shared governance framework which states clearly which aspects of care are the responsibility of the hospital, homecare supplier, general practitioner, patient and other healthcare professionals.
- Ensure that the pharmacy is the only place where homecare medicine prescriptions are issued to ensure effective operational control of procurement, ordering and invoicing into the appropriate local pharmacy system.
- Ensure effective resources are available to manage the homecare contract to fully deliver its contract requirements.
- Be responsible, with the Medical and Nurse Directors, homecare providers and patient representatives for reviewing the service from the homecare provider at agreed intervals.
- Be the responsible officer for all homecare medicine contracts.
- Determine a number of key tests to agree what products and services are suitable for homecare provision. This programme should be agreed with the Medical and Nurse Directors, who are responsible for service quality, and the Director of Finance regarding financial implications.
- Set an annual programme for homecare medicines. This would describe the new and existing homecare medicine services and would be reviewed with the plans concerning method of delivery, scope of service responsibility and levels of quality and financial impact. This should be agreed with local commissioners as an annual plan.
- Be accountable to the Trust CEO for the delivery of the annual plan.
- In conjunction with the Medical and Nurse Directors and patient representatives, review the performance of the homecare contract at least six monthly with the homecare supplier to identify areas of strength and areas of improvement.

Accountable Officer

Act as the Trust's Accountable Officer in relation to the safe and secure management and use of controlled drugs as set out in the The Controlled Drugs (Supervision of Management and Use) Regulations 2006. These responsibilities include;

- Ensure the establishment and operation of appropriate arrangements for securing the safe management and use of controlled drugs by the Trust.
- Ensure that the Trust establishes appropriate arrangements to comply with misuse of drugs legislation
- Ensure that the Trust has adequate and up-to-date standard operating procedures in place in relation to the management and use of controlled drugs.

Quality & Safety

Ensure all aspects of pharmacy and outpatient services meet national and trust standards including CQC, CNST and DH standards. Where this is not the case, it is identified on the appropriate risk register with recommended actions to resolve the issue.

Ensure clinical and non-clinical risks within the pharmacy service are identified and managed and maintain a risk register for pharmacy and medicines management services. This will include;

- Health & Safety at Work
- COSHH
- Use of equipment to protect staff and ultimately patients
- Infection Control

Ensure regular review and update of the pharmacy internal disaster and major incident plan and that appropriate training is in place for all pharmacy staff.

Implement and monitor national initiatives and directives, such as NICE guidance.

Control the risk of medication error by ensuring that safe systems are in place for prescription, dispensing and administration of medicines and the investigation of medicine errors. Ensure that errors, complaints and incidents involving medicines are managed within the Trust's guidelines and that information concerning resultant action plans features in Trust reports as appropriate. Undertake and monitor remedial action as required ensuring that senior pharmacy support is provided to all Trust root cause analyses which are undertaken for medication related incidents.

Ensure that all incident reviews led by Pharmacy are undertaken in a timely manner and that resultant action plans are completed on time.

Ensure that medication recall and medicines related NPSA notices are complied with on time and that the Trust Executive are made aware through the Trust risk management processes.

Ensure that pharmacy services are equipped to pro-actively influence safe and cost effective medicine 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.

Work with other Heads of Service to deliver a programme of medicines management training and competence assessment for all professionals involved in any stage of the medicines management process.

Work jointly with the Medical Director and Director of Nursing and Clinical leadership to deliver a consistent and collaborative multi-professional approach to ensuring a high standard of medicines management across the Trust, in line with current guidance and legislation.

Ensure that all clinical trials involving medicines within the trust are fully compliant with currently accepted 'best practice'. In collaboration with the Trust's Research & Development department ensure full involvement of appropriately trained pharmacy staff in all aspects of clinical trials.

Ensure the maintenance and development of close external working relationships, especially with local primary care and secondary care Trusts and education providers, to ensure a high quality service.

Ensure an annual audit and performance management programme for Pharmacy & Outpatient services is agreed and implemented.

Practising Clinical Pharmacist

The post holder must also retain those clinical, interpersonal and other skills necessary to perform as a **practising pharmacist**. These include:

- Excellent written and verbal communication and interpersonal skills to communicate sensitive and complex specialist medicines related information and advice to patients & carers, consultants and their medical teams, and other healthcare professionals. Types of sensitive and complex specialist medicines and pharmaceutical information include choice of therapy (including formulary issues), choice of formulation and route of administration, side effects, adverse drug reactions, use of drugs where its action and effects may be influenced by patient disease state, biochemical parameters, liver and kidney function, diet, gender, ethnicity, pregnancy, breast feeding, age related problems (very young and old). This could be in sensitive situations including cancer treatment, terminal illness and the effect of drug administration or prescribing errors or other drug misadventures. Discussions may be in a one to one situation with patient, doctor or other healthcare professional, or by telephone, e-mail or letter; or a one to many e.g. ward round. May have to negotiate outcomes with individuals who may be aggressive, disagree or challenge decisions – this requires a high level of influencing and negotiating skills. Counselling patients and carers about their medicines and treatment. Complex medicines information may need to be translated in simple language appropriate for the individual.
- To regularly analyse, interpret and evaluate highly complex specialist medicines related information (see definition above) or data, using clinical and professional judgement. This includes interpreting reports from the pharmacy computer system e.g. about drug usage and expenditure, data from clinical trials and published papers, evaluation of new drugs and therapies, and changes in medicines legislation and policy (local and national). This information could be about an individual patient's drug treatment or protocol & guideline development for the directorate or specialty. Interpret prescriptions for drug problems such as drug dosage, drug interactions and appropriateness of therapy. Consider legality, clarity and risk associated with prescribed medicines and prescriptions and, makes interventions to ensure safety and optimise therapy.

11. COMMUNICATIONS AND WORKING RELATIONSHIPS

The scope of the communication is diverse and can be at all levels within the Trust and with many external organisations. Policy pertaining to medicines is highly complex. Decisions/actions relating to medicine use and medicine choice can often be sensitive and/or contentious. Regular communication is required with the following individuals and groups:

Internal:

- Members of the Trust Board (e.g. annual reports, briefings, presentations)
- Executive Directors (e.g. interpretation of highly complex legislation, influencing change)
- ADoOs / Clinical Directors (e.g. discussing new services developments)
- Clinicians (e.g. dealing with individuals who have strong opposing views to decisions made affecting drug choice)
- Pharmacy staff (e.g. communicating major organisational change to large numbers of staff who may be adversely affected, individual staff counselling, individual staff performance management, peer review)
- Ward/Departmental Managers (e.g. informing of service changes, marketing)
- Financial Accountants (e.g. discussing drug expenditure within directorates)
- Other staff (e.g. providing advice/instructions to other members of the healthcare team, translating complex terminology/policy into an understandable format)

External:

- Clinical Commissioning Groups (e.g. negotiating/influencing policy change, communicating changes in policy which may have a major impact on patient care)
- NHS England (e.g. reporting performance)
- Suppliers/industry (e.g. building links and developing partnerships to gain added value)
- Other Agencies (e.g. developing joint projects with social services)
- Individual GPs (e.g. dealing with complaints regarding hospital doctor prescribing)
- Other Trust Chief Pharmacists (e.g. discussing joint working, negotiating external contracts)
- Higher Education Institutions (e.g. meetings to discuss the development of new programmes)
- Patients and Carers (e.g. talking to patients on wards about their medicines, sensitively responding to complaints, presentation to lobby/focus groups about why certain medicines are restricted / unavailable).

12. MANAGEMENT AND SUPERVISORY POSTS

All managerial and supervisory posts are expected to follow the principles of being a Great Line Manager and specifically be aware of, understand, and apply fair employment policies/practices, and equality and diversity principles and legal obligations. Commit to developing staff preferences, promoting flexible working arrangements, and encourage change of working practice following major life changing events.

All managerial and supervisory posts will ensure compliance with Trust policies and procedures and clinical guidelines.

All managerial and supervisory posts must ensure staff have equal access to career progression and are appraised annually and have a PDP.

13. HEALTH AND SAFETY RESPONSIBILITY/RISK MANAGEMENT

It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust's Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust's legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

It is a standard element of the role and responsibility of all staff of the Trust that they fulfill a proactive role towards the management of risk in all of their actions. Members of staff are responsible for adherence to all Trust policies for the safety of themselves, staff and patients at work

14. INFECTION CONTROL

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust's responsibility to comply with Government Directives.

15. CHILD/YOUNG PERSON RELATED POSTS e.g. Health Visitor, School Nurses etc.

Has responsibility for ensuring that children and young people are safeguarded and must comply with the NHS Safeguarding Children Procedures and the LSCB Child Protection Procedures. The post holder must attend safeguarding children training at a level appropriate to the role and function of the post. Safeguarding Children Training is mandatory for all staff within this field.

16 DISCLOSURE & BARRING CHECK

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 (DBS to check for any previous criminal convictions).

This post will involve access to patient/person identifiable information, access to children and access to vulnerable adults.

17. SUSTAINABILITY

The Trust works in partnership with the NHS Sustainability Unit and Carbon Trust to achieve and exceed carbon reduction targets. Our aim is to be an exemplar organisation in the way we embraces sustainability and corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trusts policies on sustainability, waste, resource usage and governance.

18. GENERAL

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

19. ANNUAL REVIEW RECORD

Date of Issue:		
Date of Review:	Employees Signature:	Signature of Line Manager:
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ORGANISATIONAL CHART

See organisational chart below.

