

## LEEDS COMMUNITY HEALTHCARE NHS TRUST

### JOB DESCRIPTION

#### Job Details

**Job Title:** Head of Medicines Management

**Banding:**

**Current Salary Band:**

**Employing Organisation:** Leeds Community Healthcare NHS Trust

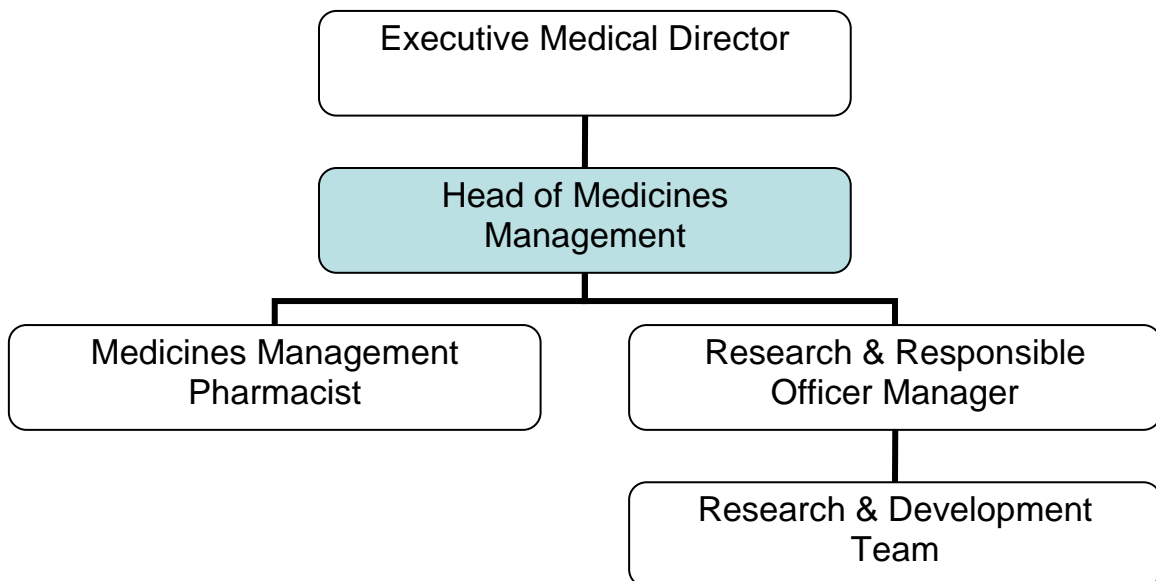
**Location:** Stockdale House

**Specialty/Department:** Medicines Management

**Reports to:** Executive Medical Director

**Accountable for:** Medicines Management Team  
Research & Development Team

#### Organisation Chart



## **Job Purpose**

To lead, provide and develop the strategic direction for Medicines Management for Leeds Community Health Services in accordance with national and local priorities. 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.

The role of this post is to provide specialist knowledge and expertise regarding the safe and effective management of medicines. The post-holder will interpret national strategy and policy around the use of medicines and lead local implementation.

This post is to support the Executive Medical Director and provide general management, leadership and oversight for the newly established Medical Directorate including the Research & Development (R&D) and Responsible Officer (RO) teams and deputise for the Executive Medical Director at corporate meetings.

## **Key Working Relationships**

- Executive Medical Director
- Members of the Executive Management Team and Board
- Members of the Medicines Management Team
- Members of the Medical Directorate
- General Managers, Operational Services
- Head of Services, Operational Services
- Clinical and administrative staff, Operational Services
- Clinical Directors and Medical Leads
- Chief Pharmacists of local NHS Trusts
- Medicines Management Teams, Leeds Clinical Commissioning Groups

## **Key Responsibilities**

### **1. Corporate and strategic**

- 1.1 To provide professional, technical and clinical support to the Executive Medical Director in their role as Board member responsible for medicines management.
- 1.2 To identify, interpret and assess the impact of national medicines management strategy and/or legislative change on services delivered by the organisation, and advise on actions/interventions required.
- 1.3 To develop and lead the organisations medicines management strategy and plans, including service development, prescribing finance, medicines effectiveness, clinical governance, controls assurance and risk management

- 1.4 To provide strategic, professional and clinical leadership for all matters pertaining to the use of medicines within the Trust, ensuring pharmaceutical stocks are controlled, as outlined in the Scheme of Delegation.
- 1.5 To identify, develop, implement and monitor a policy framework to promote the safe and effective use of medicines and patient safety in relation to Medicines Management.
- 1.6 To support the Accountable Officer for Controlled Drugs in the discharge of their duties.
- 1.7 To lead on the development of policy and process for the dissemination of NICE guidance within the organisation, ensuring that there is a robust process for monitoring of implementation.
- 1.8 To support the development of a research culture within the organisation, developing the R&D team through the R&D Manager.
- 1.9 To deputise for the Executive Medical Director at corporate meetings, including attending Board Sub-Committees.
- 1.10 To support the implementation of revalidation for doctors and in future for dentists through the RO manager.

## **2. Operational**

- 2.1 To influence the use of appropriate medicines across Leeds Community Health Services by providing specialist expertise to support clinical practice and service development, ensuring services provided are progressive and support new models in delivering patient care.
- 2.2 To represent the organisation, providing an integrated approach to health and social care economy-wide Medicines Management in conjunction with all partner organisations with a view to ensuring seamless pharmaceutical care for patients across different care settings.
- 2.3 To ensure the high quality, safe and cost effective use of medicines within the Trust and by partner organisations that contract for services under service level agreements (SLA).
- 2.4 To contribute to practice research in medicines management, and support the dissemination of results and learning.
- 2.5 To support and assist with the evaluation of existing practice and implementation of new practice based on sound research.

### **3. Managing People**

- 3.1 Works with and manages direct reportees, establishing and maintaining ongoing contact and regular meetings to set and monitor objectives, performance and discuss personal development through appraisal. Ensure staff within the team are compliant with statutory and mandatory training.
- 3.2 Effectively leads and directly manages staff in order to deliver results; inspiring others to be positive in their support of continuous improvement.
- 3.3 Ensures cover for the team at all times and co-ordinates as appropriate, engaging temporary support staff as required in accordance with Trust's Policies and Procedures ensuring induction, supervision and delegation of workload
- 3.4 Provides a leadership style which is underpinned by strongly held values around equality, diversity and openness; effectively builds and maintains relationships with direct reportee(s) and other key individuals across the organisation.
- 3.5 Ensures that individual objectives are clearly defined within the wider Directorate framework and in line with Trust's objectives, using the appraisal and KSF processes as vehicles for this.
- 3.6 Promotes diversity and equality in people management techniques and leads by example.

### **4. Developing and Maintaining Relationships**

- 4.1 Actively works towards developing and maintaining effective working relationships both within and outside the Trust.
- 4.2 Fosters and maintains strong links with all Services across the Trust, developing key contact points within Operational and Corporate services.
- 4.3 Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships.

### **5. Managing Resources**

- 5.1 Ensures the effective and efficient use of resources within their own sphere of responsibility.
- 5.2 Complies with Trust processes and procedures for being an authorised signatory, within delegated financial limit.
- 5.3 Manage the budget for the Medicines Management Team.

- 5.4 Oversee the budget for the Research and Development Team and contribute to the overall management of the Medical Directorate budget, ensuring that teams comply with standing financial instructions and standards of business conduct.

## **6. Managing Self**

- 6.1 Prioritises their own workload within agreed objectives deciding when to refer to others as appropriate.
- 6.2 Participates in the Trust's appraisal system, matching organisational aims with individual objectives and undertaking appropriate training as required.
- 6.3 Maintains a continuing professional development portfolio in line with the requirements of the General Pharmaceutical Council.
- 6.4 Takes responsibility for their own and others' health and safety in the working environment.
- 6.5 Complies with the policies and procedures of the Trust.
- 6.6 Ensures that a professional service and image is maintained at all times.
- 6.7 Ensures their own actions support the equality, diversity, rights and responsibilities of individuals.
- 6.8 Promotes and adheres to equality of opportunity and diversity within the Trust.

### **In addition to these functions the post holder is expected to:**

- In agreement with their line manager carries out such other duties as may be reasonably expected in accordance with the grade of the post.

Effort Factor Information	
<p><b>PHYSICAL EFFORT</b></p> <p>What physical skills needed in the role require, speed, accuracy, dexterity and or manipulation of objects (includes both clinical and non-clinical posts)? Please provide specific examples.</p> <p>Is the post holder required to lift equipment? If yes, please specify type of equipment, weight (approx kilos) and frequency of the requirement. Please provide specific examples.</p>	<p>Standard keyboard skills required</p> <p>A combination of sitting, standing and walking with little requirement for physical effort.</p> <p>There may be a requirement to exert light physical effort for short periods (e.g. setting up training rooms &amp; carrying training equipment).</p>
<p><b>MENTAL EFFORT</b></p> <p>Describe the amount of concentration required within the day-to-day job. What is it the employee will have to concentrate on? Please give examples of how often and for how long this concentration occurs. Please provide specific examples of when mental effort is required.</p> <p>Is the post holder required to drive a vehicle? If so please specify duration and frequency.</p>	<p>There is a frequent requirement for concentration where the work pattern is unpredictable</p> <p>Concentration required for: report writing, writing policy documents and strategies, analysing complex prescribing data, chairing multi-agency meetings</p> <p>The postholder may be frequently interrupted with urgent requests for clinical advice or management of incidents</p>
<p><b>EMOTIONAL EFFORT</b></p> <p>Does any part of the job require any emotional effort? What elements of the role expose the employee to emotional effort? How often does this happen? Please provide specific examples. E.g. exposure to child protection issues</p>	<p>Occasional exposure to distressing or emotional circumstances</p> <p>This post requires the employee to manage the work and performance of other members of staff.</p> <p>There may be a requirement to give feedback with regards to minor work performance issues, or impart unwelcome news to staff</p>
<p><b>WORKING CONDITIONS</b></p> <p>Is the post holder required to work in extreme heat or cold, with smells, noise or fumes which are unavoidable, even with the strictest health and safety controls? Does the post holder work with clients or patients who express aggressive verbal or non-verbal behaviour or similar. Please describe the requirement and the frequency with which this may occur.</p>	<p>The employee is exposed to normal office-working conditions.</p> <p>Whilst most of the work of the employee is based around the computer there are some tasks that do not require VDU input.</p>

## Personnel Specification

Title of Post:	<b>Head of Medicines Management</b>
Location:	Stockdale House

<b>Knowledge &amp; Experience - essential</b>	<b>Means of Assessment</b>
Significant experience of working at a senior level in a medicines management post	Application Form
Professional knowledge acquired through pharmacy degree (4 years) & pre-registration training (1 year) and experience	Application Form Interview
Specialist knowledge acquired through masters level training in relevant area of practice	Application form
Member of the General Pharmaceutical Council	Application Form
Knowledge and experience of using ePACT	Application Form
Demonstrable track record of implementing change in a complex organisation and context	Application Form Interview
Significant experience of working in several aspects of pharmacy practice including primary care, community healthcare and secondary care	Application Form Interview
Experience of working across organisational boundaries and at higher organisational levels	Application Form Interview
Experience of negotiating and managing contracts	Application Form
Experience of successfully managing a budget	Application Form
<b>Skills and Abilities – essential</b>	
Excellent interpersonal and communications skills, including the ability to handle highly complex information and highly sensitive discussions and develop consensus in situations of challenging and apparently opposing views or significant barriers to understanding where it is necessary to use tact, persuasion, negotiation and empathy skills	Application Form Interview
Demonstrable staff management skills and the ability to motivate others at the senior organisational levels	Application Form Interview
Demonstrable ability to develop skill mix	Application Form
Ability to understand and use information in a constructive and challenging manner, demonstrating a commitment to an evidence-based approach to management and clinical advice.	Application Form Interview
A team player committed to open, collegiate relationships and corporate effectiveness	Application Form
Commitment and ability to, and evidence of, involving patients, the general public and frontline staff in shaping and developing the services that they provide	Application Form

Demonstrable project management skills as evidenced successful leadership of significant, high level projects for an organisation	Application Form Interview
<b>Training and Education – essential</b>	
Vocational Masters Degree in Pharmacy	Application Form
Higher degree or postgraduate qualification in a speciality relevant to pharmacy (eg Post Graduate Masters degree or equivalent experience)	Application Form
Ability to work at doctorate level	Application Form
Commitment to learning, development and continuous improvement	Application Form Interview
Ongoing commitment to professional and self development	Application Form
<b>Other Requirements – essential</b>	
Strong commitment to the values and reputation of the NHS and to the values set out in NHS codes of governance and management	Application Form Interview