

Job Description

Job Title: Head of Medicines Management

Grade: 8b

Base: Woodlands House

Responsible For: Providing assurance that Trust services are using medicines safely and effectively

Accountable To: Medical Director

Job Purpose: The post-holder is responsible for promoting good practice in medicines management and optimisation in the community and ensuring that all medicines and pharmaceutical processes undertaken within or on behalf of NCH&C are safe, evidence based, and consistent with legislation and best practice.

The post-holder will develop strong networks with key stakeholders such as primary care and local Trusts to support, promote and innovate for the safe and effective use of medicines across the health and social care system.

Key Areas of Responsibility

Strategic vision

- Provide leadership for the medicines optimisation strategy to deliver safe, high quality, evidence based and cost effective use of medicines and improve patient experience at the individual patient level.
- Work effectively with partner Trusts, primary care, social care and other stakeholders to promote the Trust's vision and ensure alignment with external strategies and programmes of work.
- Consider the opportunity to develop networks of provision, sharing of learning and expertise across the wider system to support developing New Models of Care and the shift of care from an acute to a community setting.
- Develop communication routes with clinical pharmacists in GP practices and maximise on the benefits this new workforce can have on our patient population.

Innovation and development

- Develop services, processes or implement equipment or technology to support patients to use medicines effectively.
- Provide input into wider service developments to ensure that medicines issues are considered.
- Review the use of high cost drugs and work with clinicians to develop plans to reduce any inappropriate prescribing

- As a senior manager, support the medical director or wider Trust services with input into other projects as required.
- Consider how to develop relationships with pharmacists in primary care / community pharmacy as new roles within Multi-speciality Community Providers develop

Clinical leadership

- Provide expert clinical, therapeutic, legislative and best practice advice to promote safe and effective use of medicines.
- Manage the organisation's medicines formulary and ensure consistency with NICE or other recognised best practice guidance, including the work of Regional Medicines Optimisation Committees.
- Support the process for Patient Group Directions (PGDs) including acting as the pharmacist signatory on NCH&C PGDs.
- Provide expert advice on the use of medical gases and woundcare.
- Provide clinical supervision to pharmacy staff and provide input to appraisals and recruitment of these staff.

Medicines safety

- Monitor all medication incidents within the Trust and provide expert advice and leadership for the investigation for medicines-related incidents, significant events, complaints and queries.
- On behalf of the Accountable Officer for Controlled Drugs, act as an authorised witness for the destruction of stock controlled drugs for NCH&C services.
- Ensure that medicines are procured, delivered and stored in a safe and cost-effective manner.
- Responsible for maintaining the Trust medicines management system including recording all medicines stock and ensuring financial records are accurate.
- Use data effectively on prescribing, variation and reporting. The postholder will be required to run monthly reports from the medicines managements system to analyse drug use, stock and expenditure and report findings through relevant committees.

External relationships

- Work collaboratively with local partners, including health and social care agencies, community pharmacists, GPs, and local trusts to ensure a unified and coordinated approach to the development of seamless pharmaceutical care for patients.
- Participate in appropriate committees and networks at local, regional and national levels in order to influence decisions around medicines optimisation relevant to Trust services.
- Liaise with relevant commissioners regarding the introduction of new medicines or new indications for existing medicines, including supporting the development of robust business cases where appropriate.
- Manage the outsourced pharmacy service to ensure the provider maintains appropriate levels of service and quality within the set budget. Continue development of this service in line with wider changes to the use of pharmacists for clinical, patient-facing roles within hospitals.

Training and development

- Provide input into the organisation's training programme where it relates to medicines or prescribing activity to ensure an appropriate level of knowledge and skills within the workforce.
- Maintain clinical skills by undertaking continuing professional development and clinical pharmacy services as appropriate.

Internal governance

- Ensure the organisation is compliant with medicines legislation, NHS directives or other relevant compulsory or contractual requirements, including management of controlled drugs.
- Manage the Trust's drug budget. Prepare and review financial reports to advise prescribers and service managers about expenditure on drugs and make appropriate recommendations for safe, cost-effective, clinically appropriate and affordable prescribing.
- Provide specialist advice on complaint management, risk management, clinical audit and patient safety initiatives relating to medicines use. Identify issues of clinical risk within the services and present relevant reports as appropriate.
- Maintaining a Trust register of non-medical prescribers and the process for issuing prescription pads.
- Provide assurance on the safe and effective use of medicines through an agreed programme of clinical audit.
- Ensure an effective Medicines Management Committee is in place.
- Maintain appropriate standards of service and safety to comply with the Medicines Management Policy and ensure that the principles of safe and secure handling of medicines are adopted throughout the organisation. (The Safe and Secure Handling of Medicines: A Team Approach 2005 Royal Pharmaceutical Society of Great Britain).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.

- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Norfolk Community Health and Care NHS Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down, in this initiative.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work in line with the Knowledge and Skills Framework (KSF) where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

Code of Conduct

- The post holder is required to adhere to the Code of Conduct for NHS Managers.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

PERSON SPECIFICATION

JOB TITLE: Head of Medicines Management
BAND: 8b

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Pharmacy Master's qualification and 1 year pre-registration training • Registered with General Pharmaceutical Council • Evidence of continuing professional development • Post-graduate diploma in clinical pharmacy or equivalent experience 	<ul style="list-style-type: none"> • Post-graduate education in project or change management
Experience	<ul style="list-style-type: none"> • Demonstrate leadership for medicines use, including setting strategy, and inspiring others. • Experience in community or hospital pharmacy • Experience in providing clinical pharmacy, drug information, or prescribing advice. • Experience of medicines management activities including prescribing audits and analysis. • Experience of quality improvement processes, clinical governance and risk management • Evidence of collaborating with other healthcare professionals and across organisations • Experience of budget management • Successful management of a team / projects 	<ul style="list-style-type: none"> • Experience of more than one sector of pharmacy • Experience of working with Primary Care •
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Expert knowledge of clinical pharmacy and therapeutics, particularly in areas relevant to community services such as end of life care, woundcare etc • Expert knowledge of legislation governing the use of medicines in the NHS and national pharmacy standards • Knowledge and awareness of current developments in pharmacy practice and national strategies • Good communicator – both with healthcare professionals and patients • Good organisation skills; able to plan and prioritise own workload and manage delegated tasks • Knowledge of NHS structures, processes and financial frameworks • Ability to use and analyse ePACT and other prescribing data. • Ability to prioritise effectively and work on own initiative • Understanding of relevant legislation 	<ul style="list-style-type: none"> • Experience in provision of training and/or presentations • Formulary management

	<ul style="list-style-type: none"> • Advanced IT skills including word processing, spreadsheets • Excellent presentation skills • Able to understand budgets 	
Personal Attributes	<ul style="list-style-type: none"> • Must be flexible and able to cope with unpredictable workload and multi-task • Able to lead and motivate a team. • Able to work under stressful conditions and meet tight deadlines • Must be able to interpret and critically appraise reference sources and papers, reading and keeping up to date on professional and clinical issues. • Ability to work within a team 	
Other	<ul style="list-style-type: none"> • Able to make own travelling arrangements • Able to speak and write English language to a high level • Sense of humour • Self-motivated 	