

JOB DESCRIPTION

(Including Organisation Structure, Person Specification & Supplementary Information)

Job Details

Job Title:	Chief Pharmacist
Band:	8d Equivalent
Directorate:	Medical
Department/Base:	Bodmin Hospital

Role Summary

Based at Bodmin Hospital, the post holder will be expected to work with other Medicines Management Leads and Chief Pharmacists across NHS South West, including PCTs, Acute and Foundation Trusts.

The post holder is responsible for the strategic development and delivery of pharmaceutical and medicines management services for Cornwall Partnership NHS Foundation Trust and will:

- Be the nominated Accountable Officer for the Trust and as such is responsible for ensuring the Trust fulfils its statutory obligations in respect of the safe and effective use and management of controlled drugs.
- Be responsible for setting the strategic direction and performance framework for the management, clinical supervision, leadership and development of pharmaceutical and medicines management services across Cornwall Partnership NHS Foundation Trust to deliver local and national priorities.
- Provide specialist advice and expertise on prescribing and medicines management service development, redesign and procurement, to feed into budget setting processes.
- Direct and advise Trust managers, medical, nursing and other staff in relation to the provision of these services.
- Ensure clinical engagement via the provision of advanced expert and highly specialist advice on medication related matters to Trust managers and lead clinicians.
- Be responsible for medicines management, pharmacy practice, quality assurance, risk management and clinical governance issues across the Trust.
- Provide professional advice and expertise to support the development of strategies to implement NSFs and NICE guidance.
- Work with the Medical Director and Director of Nursing and provide professional advice and expertise to ensure that the statutory requirements of the organisation are met, in relation to pharmacy, prescribing and medicines management, contributing to Trust assurance for CQC quality and safety standards, NHS Litigation Authority standards and all other relevant regulatory requirements.
- Ensure strong links and integration with Patient and Public Involvement.
- Provide professional advice on complaints, performance issues and freedom of information requests.
- Ensure equality and diversity issues are considered at all levels of provision of pharmaceutical and medicines management services across Cornwall Partnership NHS Foundation Trust.
- Be professionally responsible for the delivery of pharmaceutical services to Prisons located with the Trust area (tbc).

Key working relationships:

Trust Medical Director and Chief Executive
Trust Directors and Executives across the Trust
Trust Clinical Effectiveness Lead and equivalents in NHS South West
Chief Pharmacists and Heads of Medicines Management of Mental Health Trusts and equivalents in NHS South West and National
Cornwall PCT Head of Medicines Management and equivalents in NHS South West
Cornwall PCT Clinical Effectiveness Lead
Cornwall PCT locality Heads of Prescribing
Pharmacy staff working within the Trust and those providing services to the Trust via Service Level Agreements (SLAs)
Senior clinical staff and Service Line managers across the Trust

Duties and Responsibilities

1. Availability of Support & Supervision

- Accountable and responsible to the Trust Medical Director.
- Provides managerial support to the Trust Medicines Management Service, to ensure appropriate priority setting and job planning.

2. Requirement for Initiative, Discretion & Independent Action

- Provide highly specialised, professional advice to the Trust on legal and practice issues relating to pharmacy and medicines management.
- Responsible for ensuring compliance with relevant legislation and standards of practice to reduce the risk to clients, staff and the Trust.
- Ensure that services developed across the Trust are provided and developed to acceptable and equitable standards across the whole Trust.
- Develop, performance manage, review, report and monitor implementation of the Strategy for Medicines Management and pharmacy services throughout the Trust.
- Provide, receive and present highly complex information, where agreement or cooperation is required. Communicate service-related information at all levels of the organisation and with external agencies and specialists, where the advice given must demonstrate due process with appropriate consideration of Trust priorities, which may be challenged.
- Negotiate and influence Trust Directors and senior managers with regard to the development of prescribing and medicines management – being an ambassador for prescribing and medicines management to ensure that issues relating to medicines prescribing and use and considered in all relevant Trust business.
- Be the Accountable Officer for the Trust, ensuring the Trust fulfils its statutory obligations in respect of the safe and secure handling of controlled drugs, including effective monitoring; procedures and investigations are instigated as appropriate.

3. Communicating & Forming Relationships

- Communicates service and performance related information to decision makers (e.g. Director of Finance, Service Improvement leads, other Trust Directors and members of the senior management team), where advice is likely to be challenged and agreement / co-operation is required. (e.g. budget planning, prescribing growth and benchmarking information to consult, negotiate with and report to a wide variety of stakeholders - Trust Chief Executive, Board, Clinical Cabinet, Joint Agency teams, PCT Pharmaceutical Teams and patient & public involvement representatives).
- Responsible for the communicating highly complex performance management information for prescribing and medicines management services (verbal and written reports), as appropriate, to the Chief Executive, Directors, senior managers and Board of Cornwall Partnership NHS Trust. The ability to communicate and explain complicated evidence, clinical based decisions and “bad news” in an empathic and easily understandable manner at

all levels to PCT Directors / senior managers, lead clinicians, network staff, patients and members of the public is essential.

- Ensures partnership working across the Trust and local Primary Care Trusts, Social Services and the voluntary sector, with appropriate stakeholder involvement in all of the above, across mental health and social care, to improve services, increase efficiency and reduce medicines waste.
- Encourage transparent, appropriate and beneficial partnership working between the pharmaceutical industry and the Trust by liaising with representatives of the pharmaceutical industry and to advise the Trust on the suitability of any anticipated relationships, embedded in Trust policy.
- Works with and seeks guidance from external organisations and providers (e.g. PCTs and other Trusts, Local Medical Committee, Local Pharmaceutical Committee, Department of Health, Prescription Pricing Division, Strategic Health Authority, Commission for Social Care Inspection, National Prescribing Centre etc).
- Works with network managers and other key staff to ensure delivery of the Trust strategy for Medicines Management.

4. Responsibility for Assessment, Judgement & Analysis

- Is responsible for analysing and quantifying a wide range of highly complex information and / or evidence in order to provide an expert professional opinion to influence budget setting processes, performance and governance frameworks.
- Is responsible for the appropriate use of prescribing and clinical information to ensure the development and integration of prescribing and medicines management services across the organisation.
- Leads and supports the specialist analysis of highly complex prescribing information (PACT and HPAS system data) and other clinical information to ensure the effective management of prescribing within Cornwall Partnership NHS Foundation Trust (e.g. budget setting, prescribing benchmarking, efficiency savings via Service Level Agreement purchasing and outpatient prescribing).
- Is responsible for providing medicines information and professional advice on complaints and performance issues, which may require sensitive, professional judgements to be made, involving the analysis, interpretation and consideration of a highly specialised and complex range of situation and / or facts.

5. Responsibility for Planning & Organising

- Responsible and accountable for setting and delivering the long term strategic direction for prescribing and medicines management services across Cornwall Partnership NHS Trust.
- Ensure that national policy, guidance, legislation and regulations are assessed for their prescribing and medicines management implications, with the key elements incorporated into Trust policy, strategy and service development to ensure safe and effective practice.
- Participate in strategic service planning, drawing on the principles of rational prescribing (safe, effective, evidence based use of medicines), to play a key role in influencing the strategic direction of service development wherever medicines are prescribed or used, thereby ensuring that prescribing and medicines management issues are embedded in operational frameworks, service redesign and care pathways.
- To provide strategic advice on the implementation of electronic prescribing, administration and other medicine related aspects of RiO.

6. Responsibility for Patient/Client Care, Treatment & Therapy

- Responsible for prescribing and medicines management services provided by Cornwall Partnership NHS Trust.
- Responsible for establishing processes which manage the risks associated with the use of medicines, ensuring that medicines related error reports are monitored and reviewed in order that lessons are learned and disseminated across the Trust and wider health and social care communities.

7. Responsibility for Service Improvement / Research / Development

- Lead on service development and change with regard to prescribing and medicines management s in order to meet medicine management related requirements for compliance with CQC, National Service Frameworks for mental health and older people, Children's services, Models of Care, National Institute for Clinical Excellence guidance and other National Guidance and legislation.
- Responsible for ensuring medicines management and pharmacy services meet best practice standards, in line with the NHS Plan, and that systems and policies are in place to ensure that clinical governance, CQC and legal requirements are met.
- Responsible for the development of Trust wide clinical audit programmes relating to all aspects of prescribing and medicines management services.
- Responsible for directing research within the medicines management service, liaising with other researchers within the Trust.
- Be professionally responsible for pharmaceutical services provided by MH Prisons within Trust area (tbc)

8. Responsibility for Financial & Physical Resources

- Responsible for ensuring processes are in place which provide clinicians and managers with regular, timely and accessible clinical and financial information on medicines and advise on measures to improve cost effectiveness.
- Responsible for recruiting and retaining pharmacy staff as appropriate, working with Trust HR team.
- Responsible for developing business cases and financial planning to secure funding for prescribing and medicines management resources and developments across the Trust.
- Responsible for negotiating, securing and managing Service Level Agreements associated with the procurement of pharmaceutical services and prescribing information on behalf of Cornwall Partnership NHS Foundation Trust.
- Demonstrate a high degree of accuracy and attention to detail to ensure that information presented is accurately interpreted and applied, particularly in sensitive or controversial situations (e.g. budget setting negotiations, outlying practice, poor performance issues)
- The ability to drive, which may involve travelling long distances
- Competent use of IT equipment, such as keyboard skills, setting up and using a LCD projector
- Be responsible for the ordering of controlled stationery (FP10HNC and FP10MDA scripts) across the Trust, ensuring safe and secure handling of controlled stationery processes are in place.

9. Responsibility for Providing Supervision, Leadership & Management

- To work with the Trust Clinical Effectiveness Lead to plan workload to meet the strategic objectives of the Trust and ensure clear job planning, to be agreed with the Trust Medical Director.
- To line-manage and provide professional supervision to pharmacy staff employed by the Trust and to manage the associated budget.
- To work with HR department to improve recruitment and retention of pharmacy staff as appropriate.
- To provide managerial supervision and leadership for pharmacy staff employed by the Trust via service level agreements, contributing to their annual appraisal, job planning and review.

10. Responsibility for Information Resources / Administrative Duties

- Direct the work of the office manager / secretary for prescribing and medicines management, to ensure efficient service delivery, working closely with the Trust Medical Director.
- Be responsible for maintaining the Trust hospital prescribing information system (HPAS), ensuring the timely loading of Trust data onto the HPAS system, thereby allowing system to be used within other Directorates within the Trust.

- Responsible for monitoring medicines expenditure across the Trust, including in-patient drug use via the HPAS system, outpatient prescribing via the EPACT system, ensuring that rational, evidence based, cost effective prescribing is delivered across the Trust.
- Be responsible for the ordering of controlled stationery (FP10HNC and FP10MDA scripts) across the Trust, ensuring safe and secure handling of controlled stationery processes are in place.
- Analyse medicines use and recommend, where appropriate, implementation of evidence based, cost effective changes in prescribing practice, supported by the Clinical Effectiveness lead for prescribing.
- Have access to private and confidential patient information in relation to commissioning decisions / budget negotiation may be required, under Caldicott rules.
- Ensure accurate minutes are taken and recorded for relevant meetings
- Presenting highly complex data to a wide range of audiences.

11. Any other Key Tasks or Responsibilities not covered in the above

- A high degree of autonomy is afforded as service lead for the organisation, providing policy interpretation and establishing standards for service provision.

12. Confidentiality

The post holder will maintain appropriate confidentiality of information relating to the Trust, individuals and Patient information. The post holder will be expected to comply with all aspects of the Data Protection Act.

13. Equal Opportunities

Cornwall Partnership NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

14. Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

15. Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

16. Clinical Governance

The post holder will be expected to participate in core clinical governance activities, by providing relevant data for audit, evaluation and research and service metrics.

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

PERSON SPECIFICATION

This is a specification of the qualifications, skills, experience, knowledge, personal attributes and other requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description).

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	ESSENTIAL Requirements without which a post holder could not be appointed.	DESIRABLE Extra criteria that can be used to choose between candidates who meet all the essential criteria. Desirable criteria must be realistic and applicable to post, therefore if not evidenced on appointment, these should be further developed whilst in post informing the job holders Personal Development Plan (this is not a wish list)	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Masters degree in pharmacy or equivalent, plus pre-registration year.</p> <p>Current registration and practicing member of Pharmaceutical Society of Great Britain.</p> <p>Postgraduate diploma in clinical pharmacy / therapeutics.</p> <p>Management qualification or equivalent experience.</p>	<p>Postgraduate qualification in psychiatric pharmacy or equivalent.</p> <p>Member of the College of Mental Health Pharmacists.</p>	
EXPERIENCE/ KNOWLEDGE	<p>Ten years post graduate pharmacy experience in a variety of settings (hospital, community, primary care, mental health).</p> <p>Experience of working at strategic level.</p> <p>Proven track record of managing staff and budgets.</p> <p>An understanding of acute and primary care structures (health and social care).</p> <p>Experience of working with senior staff (clinicians, nurses, managers, finance, social care) in a variety of settings.</p> <p>Experience of working within and managing a multidisciplinary healthcare team / environment.</p> <p>Working across organisational</p>	<p>Experience of working with PCT managers and a wide variety of other health and social care professionals.</p> <p>Extensive knowledge of mental health drugs and therapies.</p>	

	<p>boundaries and with external agencies (Trusts, PCTs, LMC). Broad clinical and pharmaceutical knowledge, with an understanding of national policies and issues impacting on prescribing and medicines management services. Managing change in a complex environment. Evidence of successfully implementing change. Strategic leadership and autonomy in the working environment.</p>		
SKILLS & ABILITIES			
Communication Skills	<p>Excellent communication and interpersonal skills, including verbal, written and formal presentation skills for a wide variety of audiences. Excellent leadership and team working skills. The ability to negotiate, facilitate change and influence others. Successfully implementing strategy and managing change. Track record of successful business case development and subsequent service development.</p>		
Analytical & Judgement Skills	<p>Excellent critical appraisal and analytical skills, with an understanding of evidence based medicine. The ability to deal with complex situations and bring to a satisfactory resolution. The ability to be flexible and adjust to a changing environment. Ability to analyse, interpret and present a wide range of data, including the use of databases for prescribing data (e.g. EPACT).</p>		

Planning & Organising Skills	<p>High level time management skills, including the ability to work on own initiative, organise self and prioritise own workload, including resolution of conflicting priorities.</p> <p>The ability to plan and organise broad range of complex activities, formulate strategic/ long term plans involving uncertainty.</p> <p>The ability to work under pressure and complete work to tight deadlines.</p> <p>Logical approach to new situations and problem solving.</p>		
Physical Skills	<p>Must be independently mobile across the Trust area and beyond, as post is office based but frequent need for travelling and meetings in various locations.</p>		
Other	<p>Computer literacy including Microsoft® Word, Excel, Outlook, Powerpoint, Email and Internet.</p>	<p>Willingness to obtain further specialist qualifications if not already held, as identified via appraisal and personal development reviews.</p>	