**JOB TITLE : Site Lead Pharmacist/Pharmacy Manager**

**LOCATION:** **Practice Plus Group Hospital, Southampton**

**RESPONSIBLE FOR: Clinical Pharmacists, Pharmacy Technicians, Assistants**

 **and Trainees**

**RESPONSIBLE TO: Head of Clinical Services**

**ACCOUNTABLE TO: Hospital Director and National Director of Pharmacy**

**SALARY: AFC 8B equivalent**

**HOURS OF WORK: 37.5 hours per week**

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**Job Summary:**

The Site Lead Pharmacist is the most senior pharmacist on site, leading, delivering, developing, managing and evaluating the clinical pharmacy services to the hospital and affiliated departments. The role is accountable for governance, quality, and workforce objectives, ensuring alignment with the national medicines optimisation strategy. The focus is on the provision of high quality, safe, comprehensive (clinical, supply, financial and operational) pharmaceutical services, in accordance with the priorities set by the Site Senior Management and National Director of Pharmacy. The post holder is expected to act as a role model in line with corporate objectives, the group medicines optimisation agenda and national professional standards for hospital pharmacy.

The post holder is expected to act as a role model in line with corporate objectives, the group medicines optimisation agenda and national professional standards for hospital pharmacy and will:

* Lead, co-ordinate and monitor the delivery of an exemplary and patient focused pharmacy service in accordance with all current legislation, accepted professional and ethical standards and clinical requirements.
* Support the Senior Site Management and National Chief Pharmacist in setting the strategic direction and developing the infrastructure for the delivery of a high-quality patient focused and progressive clinical pharmacy service to the site and affiliated departments.
* Establish and maintain robust clinical governance arrangements (risk management, guidelines, policies, audits, etc) for all aspects of medicines management within the site and affiliates departments.
* Be responsible for the pharmacy services on a day-to-day basis, ensure that the clinical ward and dispensary cover are managed efficiently and that all of reporting staff are aware of their roles and responsibilities and deliver effectively.
* Act as a specialist role model and the site most senior clinical pharmacist; provide advice and support to consultants, other clinicians and patients ensuring the safe, appropriate and cost-effective use of medicines.
* Collaborate on a multidisciplinary level, to help us deliver an efficient, high quality and patient focused healthcare service.

**MAIN DUTIES & RESPONSIBILITIES**

1. **Pharmacy Services and Medicines Management**
2. Management of the onsite pharmacy, satellite dispensaries and medicine stock locations in clinical areas, responsibility for dispensing, distribution safe storage and procurement of all medicines, controlled drugs regulations, medical gasses, interactive dressing and consumable clinical materials within the site and affiliated departments.
3. Ensure that all relevant certificates and licences are obtained, kept up to date and displayed as per requirements.
4. Co-ordination and development of ward-based team of pharmacists and pharmacy technicians staff designed to ensure optimum pharmaceutical care and patient flow.
5. Lead the identification, development, implementation and amendment of policies, formularies, procedures and guidelines for medicines management and pharmacy services. This is in line with any changes in legal and ethical policy, local and regional guidance as well as pharmacy working arrangements and may involve obtaining consensus from medical staff on issues relating to medicines within these polices, ensuring the safe, effective and economic use of medicines within the site and affiliated departments
6. Establish and maintain robust clinical governance arrangements for all aspects of prescribing and medicines supply and administration.
7. Lead the medication incident monitoring strategy and procedure to report adverse events and incidents. Identify any shared learning and contribute to ways the organisation or local services can learn from medication incidents and support implementation of improvements. Where relevant, communicate shared learning or reminders to relevant staff through writing local newsletters.
8. Lead and coordinate the medicines management audit programme, reporting outcomes and learning to Senior Management Teams.
9. Maintain oversight and regular review of Patient Group Directions (PGDs).
10. Lead and maintain the migration of medicines distribution to e-inventory systems and support digitisation of clinical services.
11. Represent and provide expert advice on all pharmaceutical matters, including the clinical pharmacy service, divisional expenditure and usage of medicines within the site and affiliated departments.
12. Devise and validate reports and analytics to provide prescribing, administration, dispensing, clinical informatics and pharmacy services performance data which relates to key performance indicators as directed by the Site Senior Management and National Director of Pharmacy.
13. Use national benchmarking data to identify trends and comparisons to inform service development and improvement plans.
14. Support the Site Senior Management and National Director of Pharmacy to identify and implement Cost Improvement Programmes on an annual basis, and contribute to annual business and workforce planning and provision.
15. Develop, implement and participate in a continuous quality improvement system, including clinical and service audit, research and development, to monitor and develop the effectiveness of the clinical pharmacy service and medicines management activities within the site and affiliated departments.
16. Lead the research, development and evaluation of electronic prescribing projects and related digital medicine projects.
17. Use clinical pharmacy experience and knowledge to contribute to the design of new ways of working, utilising digital systems, and designing new processes to ensure maximum levels of safety and quality.
18. **Leadership and Management**
19. Provide strong leadership and management for pharmacy services to the site and affiliated departments ensuring that responsibilities and decision making are delegated appropriately, services are managed efficiently and that all staff are aware of their roles and responsibilities and deliver effectively.
20. Line-manage clinical pharmacists, pharmacy technicians and pharmacy assistants to include performance management, appraisal and supervision, objective setting, personal development plans and attendance monitoring.
21. Produce weekly working rotas and co-ordinate annual leave, study leave and cover for sickness absence within the clinical pharmacy team.
22. Undertake and manage formal Trust HR policies e.g. disciplinary, sickness, grievance etc. Responsible for ensuring a robust recruitment process of pharmacy staff adhering to Trust policies including review of job descriptions, preparing adverts, shortlisting, chairing interview panels and selecting staff for posts.
23. Deliver Foundation Year training and develop local induction packs for pharmacy and non-pharmacy staff, ensuring all relevant training (e.g. PGDs, IV competency, e-learning) is monitored and completed.
24. Be responsible for all health and safety aspects of the Pharmacy and work in accordance with the Practice Plus Group policies on Health & Safety at Work, as well as Infection Control.
25. Assist with the investigating complaints, accidents and critical incidents in accordance with agreed procedure and prepare reports.
26. Appropriately manage difficult and ambiguous problems.
27. Demonstrate advanced level of reasoning and judgement.
28. **Collaborative working relationships**
29. Develop good working relationships and communication with all clinical and managerial staff within the site and affiliated departments.
30. Promote shared working and experience across all specialities within the site and affiliated departments to develop and ensure broad based knowledge and competencies by team members.
31. Partake in the quarterly DTC, antimicrobial stewardship, ICB meetings and relevant committees meetings to share knowledge and to deliver an effective service locally.
32. Develop and promote the use of non-medical prescribing within the site and affiliated departments.
33. Collaborate with other Site Lead Pharmacists and the wider MDT to ensure that the medicines optimisation agenda is embedded within your site clinical practices.
34. Liaise with medical, nursing and other staff in the provision and development of the clinical pharmacy service and contribute to patient care by providing professional advice within competency; this may involve advising on complex situations where there is a range of options.
35. Use available information to influence prescribers. Keep up-to date with prescription protocols and legislation at a local and national level and openly relate and discuss this with all members of the clinical team
36. Use experience and clinical judgement to assist in problem solving and troubleshooting within the pharmacy department
37. Actively promote the clinical pharmacy service and share achievements locally
38. **Education and Training**
39. Identify, develop and provide training addressing the needs for pharmacy and all healthcare staff groups within your site relating to policies, medicines and prescribing, although some of this training may also include staff external to Practice Plus group.
40. Ensure that comprehensive induction and foundation training is available to all new staff and that a mentorship programme is in place, in accordance with Practice Plus Group policy.
41. Train, supervise and assess all pharmacy staff providing a pharmacy service to the site and affiliated departments.
42. Deliver monthly medicines management training to clinical staff and chair quarterly meeting.
43. Ensure that all reporting staff have completed all statutory and mandatory training required
44. To be a postgraduate tutor (pre-registration/foundation training, or diploma) for pharmacy staff as required.
45. **Professional development**
46. Undertake appropriate training to comply with the job role. Be responsible for own continuing professional development in line with professional requirements and to ensure that knowledge is continually updated and maintain a portfolio of practice.
47. Develop and advance personal skills and qualities in line with clinical leadership and management dimensions of appropriate framework i.e., RPS/Healthcare Leadership Model.
48. If qualified as a non-medical prescriber, to maintain prescribing practice within area of competence and develop new areas of competence as necessary and according to local service needs.
49. **Health and Safety**
50. As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to: -
* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
1. **Data Protection**
2. The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

*This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.*

*This job description is subject to regular review and appropriate modification.*

**Person Specification: Site Lead Pharmacist**

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|  | Essential/ Desirable | Application Form/ Interview |
| **Qualifications/training and professional development** |
| Master's degree in Pharmacy or equivalent | E | A |
| Current registration as a pharmacist with the General Pharmaceutical Council (GPhC) | E | A |
| Member of the Royal Pharmaceutical Society | D | A |
| Postgraduate qualification in clinical pharmacy or equivalent  | E | A |
| Leadership and management qualification or training | D | A |
| Independent prescribing qualification or willing to work towards a qualification | E | A |
| Accredited as a tutor for trainee pharmacists and/or clinical Diploma | D | A |
| **Experience** |
| Extensive experience in secondary or primary care at a senior level within clinical pharmacy services | E | A/I |
| Strong people management skills with demonstrable experience of supervision, training, appraisal, and workforce development. | E | A/I |
| Experience in managing pharmacy services including service development, KPI reporting and assurance | E | A/I |
| Evidence of leading incident review and governance processes | E | A/I |
| Demonstrable success in building, leading, motivating and developing multi-disciplinary teams as a highly effective people | E | A/I |
| Experience with implementing or working with Electronic Prescribing and Medicines Administration (ePMA) systems | D | A/I |
| Experience with high cost drugs and NHS commissioning pathways  | D | A/I |
| Rotational experience across multiple clinical specialties, especially surgery | D | A/I |
| **Skills, abilities and knowledge** |
| Knowledge of national guidelines relating to medicines and pharmaceutical practice e.g. NICE | E | A/I |
| Excellent influencing and negotiating skills | E | A/I |
| Able to interpret complex clinical and management data and present to stakeholders orally and in writing | E | A/I |
| Excellent interpersonal, influencing and negotiating skills, able to relate well with all levels of the organisation | E | A/I |
| Evidence of change and project management | D | A/I |
| Maintain expert clinical knowledge and skills relevant to the area of practice | E | A/I |
| Time management and prioritisation skills | E | A/I |
| Good IT skills including Microsoft Office and pharmacy systems | E | A/I |
| **Attitude** |
| Deal with confidential issues in a professional and sensitive manner | E | A/I |
| Able to work under pressure and take steps to manage personal resilience | E | A/I |
| Adaptable and innovative in approach to work and projects | E | A/I |
| Professional attitude and acts as a role model | E | A/I |