

Job Description

Job Title: Pharmacy Manager
Accountable to: Deputy Head of Healthcare/Regional Lead Pharmacist

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

The role

As a Pharmacy Manager, you will assist with the provision and delivery of an integrated, safe, legal, high quality prison pharmaceutical service within the HMP site based on National (Divisional) policies supported with local standard operating protocols, taking into consideration, at all times, the need to maintain a high level of security..

You will be an integral member of the Pharmacy Team, who forms part of the wider Cluster of Healthcare Services. PPG policies and procedures and statutory frameworks governing patient care in a prison setting will be used in order to deliver the highest standard of care to clients in line with National Guidelines. You may be required to accept certain activities in relation to the day to day operational management of their unit and as such must ensure that they are trained and competent to take on these additional responsibilities.

You will;

Provide induction, training, education, supervision and appraisals to Pharmacy operational staff and those involved in administration of medication.

Provide one to one supervision sessions to Pharmacy staff

Deliver and be responsible for planning, organisation and delivery of all pharmacy operational services including dispensary services and treatment rooms. You will deliver a high quality pharmacy service. Providing the Healthcare Team with information relating to pharmaceutical products, medicines management, and general health education so that they are appropriately informed. Be responsible for achieving agreed key performance targets based on personal performance plans.

Inspire and lead the team of pharmacy support workers in the day to day provision of pharmacy

services. Work with the Pharmacist to ensure the service is represented by staff in a professional manner at all times.

Promote a safe service and work closely with all Prison Healthcare Team members to meet the needs of patients. The post holder will be responsible for promoting cost efficient medicines management with a target to reduce waste whilst achieving improved access to services

Share and work in partnership with lead pharmacist to set strategic objectives, service improvement plans and innovations.
Escalate any concerns impacting on service delivery or patient care appropriately.

About you

- GPhC registered Pharmacy Technician
- Management and leadership experience (desirable).
- Procurement and audit experience (desirable).
- Relevant post qualifying experience working within a pharmacy environment.
- Evidence of continuing professional development
- Experience of working within a multi-disciplinary team
- Assessment skills, including an understanding of risk assessments.
- Good IT skills and evidence of computer literacy
- Ability to recognise own personal/professional limitations.

Regional Pharmacist and MHRA WDA site lead

In order to ensure clear understanding of the delegated duties that will fall under the Wholesale Dealers Authorisation (at GPhC registered Pharmacy Sites only) the following will be expected and it will also be incorporated in to the job description of the individuals involved and all regional pharmacists:

- Ensuring that the quality management system including Training, SOPs, Forms, month end reporting are complete and adhered to.
- Ensuring that all records of transactions are accurately and contemporaneously recorded.
- Ensuring that all training is completed locally and cascaded to the team involved as and when new updates are available
- Promptly performing any recall operations for medicinal products in line with MHRA CAS alert and recorded on the iAuditor system
- Ensure that all customer complaints are escalated to the RP
- Ensure that any new requests for new suppliers are escalated to the RP and only adopted after a ratification and due diligence process by the RP.

- Ensuring that any incidents are captured and investigated promptly on Datix under the MHRA WDA subcategory
- Ensuring that the PPG self inspection audit for the MHRA WDA is completed in a timely manner and any shortfalls are escalated to the RP with an action plan in place.
- Ensure that no medication which has been returned, rejected, recalled or falsified re-enters the supply chain without consulting the RP.
- Ensuring that all reasonable requests to maintain Good Distribution Practice and compliance with the MHRA WDA are actioned within defined timescales.



Additional information

Disclosure and Barring Service- a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

Prison Vetting- a HMPPS (His Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

Education and Training- continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.