

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Principal pharmacist – training and workforce development
<b>Pay Band:</b>	Band 8c
<b>Department:</b>	Pharmacy
<b>Directorate:</b>	Pharmacy and Medicines Management
<b>Clinical Board:</b>	Clinical Diagnostics and Therapeutics
<b>Base:</b>	UHW

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Director of Pharmacy and Medicines Management
<b>Reports to:</b>	Director of Pharmacy and Medicines Management
<b>Professionally Responsible to:</b>	Director of Pharmacy and Medicines Management

#### **Our Values: ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’**

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve <i>and</i> the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask ‘what can I learn?’
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

- Responsible for managing the staff and resources of the Training and Workforce development section, Pharmacy Directorate so as to ensure that the training and development provided are to an agreed specified quality and in accordance with an agreed annual business plan/Integrated Medium Term Plan (IMTP).
- Responsible for the development of strategic plans for the Training and Workforce development section of staff so as to ensure that the training and development provided is progressive, responsive to internal and external drivers, and ensures staff are able to provide a patient focused, safe, efficient and effective service.
- Responsible for clinical governance, research and audit within the Training and Workforce development section, Pharmacy Directorate.
- Contribute to the corporate management of the Pharmacy Directorate through the Directorate Management Team (DMT).

## **DUTIES AND RESPONSIBILITIES**

### **Statutory Professional Accountabilities**

1. Manage the staff and resources of the Training and Workforce development section, Pharmacy Directorate so as to ensure that the training and development provided are to agreed specified standards and in accordance with an agreed annual business plan/IMTP.
2. Ensure that effective performance management processes are in place, which enable devolved managerial and financial responsibilities to be discharged within the CAVUHB's Compliance Framework, policies and procedures.
3. Ensure that all education, training and development activities provided meet the statutory, professional and regulatory requirements of the General Pharmaceutical Council (GPhC) and Royal Pharmaceutical Society of Great Britain (RPS).

### **Strategic Management**

1. Provide professional and managerial leadership in the development of a culture that encourages education, research and service development within pharmacy Training and Workforce development section in order to secure continuous improvement to patient focused services and the introduction of innovative service developments.
2. Develop and maintain a strategic vision for the pharmacy Training and Workforce development section that is shared and owned by pharmacy staff and that has been consulted on with the CAVUHB and other stakeholders.

3. Initiate and implement relevant changes and developments to the pharmacy Training and Workforce development section.
4. Lead the Directorate's involvement in research and development into pharmacy education and training.
5. Further develop and maintain good, collaborative relationships with Learning, Education and Development (LED), senior staff in the CAVUHB, Schools of Pharmacy, Cardiff University Medical School and Health Education and Improvement Wales (Pharmacy) (HEIW) to ensure staff are appropriately trained and developed.
6. Monitor and interpret educational / clinical / professional policies and NHS guidance to ensure that the Pharmacy Directorate's strategy is updated appropriately.
7. Advise the Director of Pharmacy and DMT on the education and training developments, professional regulatory requirements (e.g. mandatory CPD) government policy and funding initiatives, so ensuring effective training support.
8. Contribute to the development and review of the Pharmacy Directorate's strategic plan/IMTP.

#### **Business Planning**

1. Develop and agree an annual business plan/IMTP for the pharmacy Training and Workforce development section in accordance with CAVUHB guidelines.
2. Ensure pharmacy Training and Workforce development section staff are aware of the priorities within the annual business plan/IMTP and that these are fully reflected within the performance management process.
3. Ensure there is an agreed performance management framework to effectively monitor the delivery of the annual business plan/IMTP.
4. Ensure external users of the Pharmacy Training and Workforce development section are involved in developing service level agreements.

#### **Operational Management**

1. Manage all aspects of Pharmacy Training and Workforce development section, through senior staff and the Training and Workforce development Practice Group.
2. Ensure that the Training and Workforce development section develops and delivers training and development initiatives which meet the identified needs of staff within the Pharmacy Directorate.
3. Ensure training and development activities are evaluated, expenditure monitored and that education and training advice is provided at Directorate level - thereby enabling informed decisions to be taken.

4. Co-ordinate Directorate's Continuing Professional Development strategy. Act as a CPD facilitator for the Directorate working with Pharmacy DMT, line managers and individual staff on a one-one basis to motivate staff to undertake CPD, identify development needs, advise on suitable methods of addressing identified needs, evaluate of the development activity, provide feedback and appropriate recording.

5. Manage and co-ordinate the recruitment of staff through the organisation of open days, undergraduate pharmacy placements or other initiatives within the Directorate.

6. Accountable for the formal training programmes across the Directorate including

- Foundation training
- Post-registration Foundation training

Responsible for, through the Senior Technician (Training and Development)

- Pre-registration trainee Pharmacy Technician (PRTP) training
- NVQ level 2
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7. When required, act as an accredited tutor, supervisor or mentor for foundation and post registration foundation pharmacists undertaking training.

8. Responsible for ensuring processes are in place to support and develop Advanced practice, Non-medical prescribing and Consultant Pharmacist credentialing.

9. Lead the Directorate's Performance Management processes (values-based appraisal, PADR), including staff training needs assessment.

10. Lead the Directorate's workforce planning process including liaising with CAVUHB Workforce and Organisational Development (WOD) and HEIW.

11. Ensure effective communication arrangements are maintained to all Training and Workforce development section staff, especially in the planning and delivery of service changes as a result of CAVUHB or Directorate strategies.

12. Identify, evaluate and implement innovative training and development initiatives in support of the Modernisation Agenda or other external drivers.

13. Collaborate with other Principal Pharmacists to ensure the effective provision of staff training and development.

### **Financial Management**

1. Manage the pharmacy Training and Workforce development section staff and non-staff expenditures to ensure they remain within budget. Manage income from HEIW and Welsh Government.

2. Identify cost reduction initiatives for presentation to relevant CAVUHB groups; implement and quantify the savings achieved.

3. Identify cost pressures on Training and Workforce development section and advise on the full range of options for dealing with them.
4. Identify and deliver cost reduction targets without affecting the quality of the service provided.

### **Clinical Governance**

1. Actively involve the Training and Workforce development staff in the delivery of clinical governance in accordance with the CAVUHB's strategy. This will include participation in clinical governance activities at directorate, clinical board and CAVUHB level.
2. Ensure all aspects of pharmacy Training and Workforce development meet or exceed any national or CAVUHB minimum standards and that any exceptions are identified through the Pharmacy DMT or Training and Workforce Development Practice Group with proposed actions to address the issue.
3. Ensure the CAVUHB's risk management agenda is addressed within the Training and Workforce development section.
4. Ensure the proactive management of a Training and Workforce development risk register.
5. Ensure that user views are accounted for in the planning and implementation of service delivery and developments.
6. Promote and support pharmaceutical research and audit to ensure that all relevant legal, professional and service requirements are met.
7. Devise key indicators to monitor the quality, volume and cost of training and development.

### **Human Resources**

1. Accountable for the direct management of:-  
Senior Service Improvement Manager, Nurse Advisor Medicines Management, Senior pharmacists and Senior technician and, through them, responsible for all staff within the section.
2. Recruit, develop and motivate staff to ensure they perform well in their jobs, contribute to improvements in the pharmaceutical service and achievement of the pharmacy/ CAVUHB objectives.
3. Maintain and develop the infrastructure needed to retain the Pharmacy Directorate's accreditation as an approved training site with appropriate educational and regulatory bodies.

4. Ensure that good HR practices are applied within the Training and Workforce development section.
5. Foster a culture of lifelong learning, to include provision for post-registration education, continuing professional development/ education and vocational training.
6. Ensure systems are in place to identify poor performance and that any individuals identified are appropriately supported and managed within CAVUHB policies.
7. Review skill mix continually to meet service needs and professional standards and ensure the most cost-effective use of staff.

### **All Wales Activities**

1. Attend and contribute to All Wales Education and Training network.

### **Clinical Pharmacist**

1. Provide a clinical pharmacy service to identified wards or in pharmacy-led clinics, as specified in departmental procedures. This includes medication review/drug history; review of drug charts for completeness, appropriateness and legality; problem identification and solving; monitoring and adjusting treatment; patient education and overseeing medication supply for inpatients, outpatients or discharge.
2. Provide information on drug-related questions of a therapeutic, legal or procedural nature to other health care professionals, during ward visits, multidisciplinary patient review/education or consultant rounds as appropriate.
3. Collaborate with directorate and Clinical Board pharmacists on prescribing issues as required.
4. Promote evidence-based prescribing within the given clinical specialty through the development of prescribing guidelines and pharmaceutical care plans.
5. Contribute to the development and audit of standards for clinical pharmacy services and participate in multi professional initiatives within the area of practice.
6. Provide comprehensive professional cover to the dispensary, as specified in departmental procedures.
7. Supervise and support pharmacy staff assigned to the given ward(s) and within the dispensary.
8. Contribute to the development of pharmacy services to inpatients and outpatients; implement service developments within the identified clinical speciality with the support of directorate or clinical team leader.
9. Participate in on-call, weekend, late and bank holiday rotas, as appropriate.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.



- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared/Updated :** August 2021

**Prepared By:** Sarah Jones

**Date Reviewed:** August 2021

**Reviewed By:** Director of Pharmacy and Medicines management

**PERSON SPECIFICATION**  
**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

<b>Job Title:</b>	Principal Pharmacist	<b>Department:</b>	Pharmacy
<b>Band:</b>	8c	<b>Clinical Board:</b>	Clinical Diagnostics and Therapeutics
<b>Base:</b>	UHW		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	MPharm or MSc pharmacy degree Registered with General Pharmaceutical Council (GPhC) Membership of Royal Pharmaceutical Society of Great Britain (RPS). Postgraduate teaching qualification e.g. PGCE, Cert. Ed. or equivalent Postgraduate MSc/Diploma in Clinical Pharmacy.	Postgraduate management qualification. Postgraduate Master's degree in Education.	Application Form Certificate Check Registration Card – Nurse/AHP
<b>EXPERIENCE</b>	Significant experience in hospital/managed sector and experience of providing training and development to a variety of staff within an NHS organisation providing acute services. Evidence of tutoring, supervising and mentoring Supervisory/Management experience. Responsible for performance management within hospital pharmacy. Collaboration with School of Pharmacy and/or Medicine in teaching. Evidence of strategy development and effective change management in complex situations.	Managing a training and development section within an NHS organisation providing acute services.  Collaboration with School of Pharmacy and/or Medicine in research	Application Form Interview References
	Evidence of success in service developments. Experienced clinical pharmacy practitioner.		

<b>SKILLS</b>	Excellent oral and written communication skills. Training in education / professional development. Teaching skills. Mentoring skills. Prioritisation and time management skills. Decision-making skills.	Management skills. Management of change. Active participation in national pharmacy group(s) which focus on training and development. Demonstrable evidence of research relating to hospital pharmacy services.	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>	Knowledge of Welsh Government, HEIW and Department of Health strategies for NHS. Awareness of the potential role of hospital pharmacy services in the changing NHS. Knowledge of health service developments which will impact on hospital pharmacy services. Knowledge of GPhC's requirements for CPD and pharmacy staff training. Knowledge of pharmacy education and training. Knowledge and understanding of the principles of adult education.		Application Form Interview References
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	Evidence of leadership skills and ability to influence and negotiate with key stakeholders. Ability to develop and maintain strategic alliances. Multidisciplinary team working. Evidence of CPD and acquiring new skills. Demonstrate commitment to the development of others. Self-motivated, enthusiastic with a positive attitude to change, innovative and well organised.		Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	Self-confident and emotionally resilient.	Credible profile within hospital pharmacy in the UK.  Welsh speaker	Interview Document Check*

**Prepared/Updated:**  
**Date Reviewed:**

August 2021  
August 2021

**Prepared By:**  
**Reviewed By:**

Sarah Jones  
Director of P&MM