

Job Description

Job title:	Deputy Chief Pharmacist
Directorate:	Medical Directorate
Department:	Pharmacy
Professionally accountable for:	All aspects of Medicines Optimisation
Responsible to:	Chief Pharmacist
Accountable to:	Chief Pharmacist Chief Medical Officer
Pay band:	8d
Contract:	Agenda for Change
On call requirement:	Yes: contribute to the pharmacy clinical advisory oncall service. Currently >1 in 12
Disclosure required:	Enhanced
Professional Registration:	Yes: General Pharmaceutical Council

Job outline:

To lead on the development, delivery, implementation, and evaluation of pharmacy and medicines optimisation service delivery across the Trust.

To assist and support the Chief Pharmacist in pharmacy workforce leadership, medicines optimisation strategy development and budgetary management (pharmacy and medicines).

To provide leadership and continual development in all aspects of the clinical pharmacy service across the Trust.

To lead on improving quality, risk management, medicines spend and other aspects of clinical governance relating to medicines optimisation.

To manage and oversee the subcontracted pharmacy supply service to the Trust; including re-tendering, contract and invoicing reviews, as well as service developments and innovation opportunities.

To support wider Trust requirements in relation to medicines optimisation, including Care Quality Commission, General Pharmaceutical Council, National Institute for Health and Care Excellence, Health Education England and NHS England. To actively participate in the Integrated Care System Area Prescribing Committee, and other regional and national meetings as required by the Trust.

To deputise for the Chief Pharmacist in their absence, including Controlled Drug Accountable Officer duties.

Key result areas:**1. Communications and relationship skills**

- To provide pharmaceutical advice in relation to all mental health and physical medicines.
- To attend if necessary mental health ward rounds and other clinical case review sessions where the post holder will be expected to communicate highly complex specialist advice and medicines information to consultants, other prescribers, other health care professionals, patients, relatives and carers.
- To convey if necessary highly complex medicines information in a timely manner to vulnerable patients, and on occasions carers, that will require frequent adjustment of how the information is portrayed to ensure concordance of treatment plans.
- To carry out risk assessments as required to ensure that systems are in place to promote health and well-being to all users and prevent harm and minimise the risk of medicine diversion.
- To critically evaluate and interpret clinical material and disseminate information as appropriate.
- To provide clinical support and supervision to the other mental health pharmacists and specialist pharmacy technicians within the Trust as necessary.
- To be an active member of the Trust's Pharmacy Committee and Pharmacy Forum; co-chairing and leading on strategy and service developments; effectively communicating to all members of the pharmacy workforce.
- To work closely with the senior leadership team within the Trust.
- To develop and maintain good communications with all medical staff, nursing staff and other healthcare professionals across the Trust.
- To develop and maintain good communications with senior pharmacy staff in other healthcare organisations across the healthcare economy and when necessary senior clinicians and managers in other organisations.
- To develop and maintain good communications with all members of the pharmacy sub-contracted supply service.
- To maintain when necessary good communications with patients, their carers and relatives.
- To deputise for the Chief Pharmacist at relevant Trust, regional or national meetings as required.

2. Analytical and judgemental skills

- To develop, plan, implement and review audits by which the quality and effectiveness of the medicines optimisation service across the Trust can be measured.
- To manage, monitor and oversee all subcontracted aspects of the pharmacy supply service, including transport contracts and development of expected pharmacy and transport services metrics and key performance indicators (KPIs). To ensure that the contracts are fit for purpose and meet national standards and requirements.
- To plan, implement and review complex audits for medicines used within the Trust. To report and feedback findings and outcomes.
- To promote and develop the role of the Trust's pharmacy service in producing and reporting service improvements, innovation and research.

3. Planning and organisational skills

- To oversee and ensure delivery of the Trust's medicines optimisation strategy across the Trust.
- To contribute to the development and delivery of the Trust's clinical strategy and support organisational developments and infrastructure.
- To lead and manage all aspects of the clinical pharmacy service delivery across the Trust. To factor service pressures and ward or service changes within the pharmacy service delivery. To be responsive to short-notice changes and pressures in order to maintain service provision.
- To identify and support new developments, including how pharmacy can support new

Trust initiatives, including long-term service planning and new ways of working.

- To oversee the pharmacy workforce professional development in conjunction with the pharmacy education and training leads. To support the delivery of the pharmacy education and training strategy and to present training funding bids to the Trust Education and Training leads. To work closely with the professional leads nationally and ensure adequate commissioning of national and regional training programmes to enable the workforce to develop in line with the strategy.
- To oversee the training of healthcare staff in areas appropriate to the medicines optimisation needs of this service. To organise, plan and if necessary, participate in the education and training of staff, patient and carer groups in matters relating to medicines or medicines optimisation in these services. To ensure that all workforce training identified in the Trust Medicines Code is available and delivered; ensuring online training programmes are available where identified in the Medicines Code.

4. Patient care

- To be responsible for the delivery of all aspects of medicines optimisation and medicines use for patients and carers of the Trust.
- To make clinical judgements where information is lacking or where ambiguity around clinical care exists.

5. Policy and service development

- To develop and review Trust medicines policies, guidelines, protocols, procedures as required.
- To oversee the implementation of the Integrated Care System (ICS) approved shared care guidelines, supporting patients and workforce where challenges exist or where shared care has been declined.
- To oversee and ensure delivery of the Trust's medicines optimisation strategy across the Trust; identifying and managing areas of risk, ensuring compliance with medicines legislation and providing particular support for clinical governance and control assurance.
- To contribute to the development and delivery of the Trust's clinical strategy and support organisational developments and infrastructure.
- To maintain appropriate systems of record keeping and retention according to the needs of the service especially the maintenance of patient care notes records in relation to medicines, and communication of medicines at care interfaces.
- To comply with and promote all policies, procedures and official directives pertaining to the post and to promote the highest standards of professional practice and safe working procedures.
- To ensure compliance with the formulary process as determined by the ICS formulary and the Trust's aligned formulary
- To support new medicines applications for submission to the Trust's Medicines Optimisation Committee and the ICS Area Prescribing Committee. To carry out necessary literature searches, critical appraisal and present the information to the committees so that an informed decision about applications for formulary requests can be made.
- To support the Trust's Green Plan and aligned net zero target for medicines, where possible. To ensure that the contracted pharmacy supply and transport services have their own green plan, reviewed at the contract tender award.

6. Financial responsibilities

- To manage the budget within the pharmacy cost centre in conjunction with the Chief Pharmacist; this includes pay, non-pay and income. To work closely with the Chief Pharmacist and management accountant in relation to budget planning and setting each financial year.
- To manage the contracted pharmacy supply and transport services through service level agreements (SLA). To arrange and ensure quarterly and annual SLA reviews are

in place, that service delivery is achieved against agreed service metrics and KPIs. To ensure invoicing is reviewed and accurate for service costs and medicines spend.

- To be a signatory for the pharmacy budget, including purchase approval.
- To identify, develop and support delivery of medicines cost improvement programmes (CIP) of work across all divisions of the Trust. To track and monitor savings and support all Trust workforce in enabling their delivery. To report progress as requested to finance director and operational leads.
- To oversee, analyse, evaluation and report of medicines spend, producing analysis reports for each Trust division on a monthly basis in conjunction with the Principal Pharmacists. To ensure that any unforeseen expensive formulations are reviewed and that all unlicensed medicines use is in line with the unlicensed medicines database approved at the Trust Medicines Optimisation Committee. To ensure medicines wastage is minimal and that all medicines use is in line with the Trust Green Plan; as well as within budget.

7. Human resources

- To lead the pharmacy workforce in line with the departmental structure, supporting professional and clinical supervision, appraisals and workforce personal development plans.
- To provide line management support for direct line reports, aligning all human resources to Trust policy and processes.
- To oversee all recruitment in line with other lead posts in the team, ensuring fair and equitable process through online trac systems.

8. Research and development

- To develop the pharmacy research programme in conjunction with the Chief Pharmacist and as part of the research network across the ICS.
- To develop, lead and deliver medicines clinical audits in line with the approved annual audit plan. Presenting key outcomes and opportunities for improvement to the divisional meetings.
- To participate in national service improvement, research and development programmes as required including POMH UK (Prescribing Observatory for Mental Health United Kingdom) audits.
- To oversee the medicines use of the Trust research units, ensuring strong connect to the Principal Investigators and Trust research team.
- To consider and if relevant, present national research findings to the pharmacy workforce and Trust Medicines Optimisation Committee.

9. Digital medicines responsibilities

- To lead on the digital medicines elements of the Trust Medicines Optimisation strategy.
- To be the pharmacy clinical lead for the implementation, delivery and application of the Trust's Electronic Prescribing and Medicines Administration (EPMA) system.
- To lead the pharmacy EPMA workforce.
- To be a member of any Trust board implementing or using digital medicines systems, representing the voice of the pharmacy workforce and professional accountabilities.
- To ensure the clinical safety and medicines directory for all digital medicines electronic systems is safe and clinically appropriate. To ensure that all systems are:
 - aligned with medicines licensing authorisations,
 - aligned with ICS and Trust formularies,
 - risk assessed in terms of default settings and that safety overrides are safe and assured,
 - configured to interface with other digital medicine systems to avoid medicine data transfer errors,
 - restricted according to professional roles and to persons trained and competent in their use,
 - reviewed where safety concerns exists or where clinical incidents initiate

improvement through lessons learnt ethos and principles.

- To represent the pharmacy workforce and professional accountabilities on any digital medicine tender award process, ensuring that medicines specifications are robust, assured, safe and appropriately governed.
- To ensure that the use of digital medicine systems have adequate training and user guides and that policy is represented accurately in the Trust medicines code.
- To ensure a detailed programme of training for systems is cascaded for all users of the system, recording individual competencies and sign off before user access is permitted.

10. Professional responsibilities

- To be a mentor for the pharmacy workforce supporting all professional development.
- To be a named tutor for the postgraduate qualifications as required.
- To participate in the pharmacy oncall rota in line with the oncall contracted arrangements.
- To support weekend, bank holidays and industrial strike workforce impact if required.
- To undertake all training requirements as identified in the personal development plan in line with the post holder's appraisal.
- To undertake any other appropriate duties as may be requested by senior Trust management or by the Chief Pharmacist.
- To take responsibility and undertake own continuing professional development (CPD) for re-validation in line with professional bodies and professional registration requirements.
- To uphold Trust values and represent the Trust and pharmacy workforce in a professional manner at all times.
- To demonstrate professional accountability to patients, carers and all stakeholders as appropriate.

Staff leadership and management:

- To provide effective leadership and management to staff, which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:
 - Understand the Trust's key priorities and those of your division and translate these into key priorities for your care division.
 - Ensure clarity and effectiveness in developing and designing roles.
 - Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
 - Complete annual appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
 - Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
 - Promote an effective team ethos.
 - Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
 - Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.
 - Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
 - Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or patients who wish to raise issues about discriminatory practice or experience.

All staff are required to:

- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.
- Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.

Person Specification

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Pay band:	8d

Requirements	Level required		How assessed <i>Application form (AF) Selection interview (I) Assessment (A)</i>
	Essential	Desirable	
Qualifications	<p>Degree in Pharmacy at a British School of Pharmacy, or recognised equivalent.</p> <p>Post-graduate diploma or equivalent in clinical pharmacy or mental health practice.</p> <p>Post-graduate leadership or management training or qualification; including NHS Leadership Academy or Health Education England delivered training (unless significant and extended relevant experience).</p>	Post graduate clinical qualification at Masters level.	AF
Registration	Registered member of General Pharmaceutical Council.	<p>Credentialed Member of College of Mental Health Pharmacists.</p> <p>Registered member of the Royal Pharmaceutical Society.</p> <p>Faculty Fellow of the Royal Pharmaceutical Society.</p>	AF

Knowledge, training and experience			
Non-clinical	<ul style="list-style-type: none"> • Extensive hospital experience post qualification. • Extensive experience of working within mental health services. • Extensive experience in a leadership role within clinical pharmacy services. • Experience of human resources policies and process. • Experience of service planning, including project management. • Experience of leading on change management. • Experience of audit and reporting. • Financial experience, including budget holding and setting. • Experience of quality improvement. 	<ul style="list-style-type: none"> • Experience of contract writing, management, tender award process and review. 	AF/I
Clinical	<ul style="list-style-type: none"> • Excellent clinical pharmacy skills with particular emphasis on medicines used in mental health. • Advanced levels of clinical reasoning and judgement in order to manage difficult or potentially conflicting problems. • Experience in providing both written and verbal information on medicine usage. • Experience in carrying out complex medicines information queries, providing both verbal and written specialist advice. 	<ul style="list-style-type: none"> • Experience of providing or leading pharmacy service across mental health services. 	AF/I
Skills			
Communication and relationship	<ul style="list-style-type: none"> • Managerial skills (e.g. recruitment, appraisal, training, coaching). • Excellent written and verbal skills for communicating with pharmacy team members, public and other healthcare professionals. • Excellent interpersonal, influencing and negotiating skills. 	<ul style="list-style-type: none"> • Coaching and mentoring skills. 	AF/I

	<ul style="list-style-type: none"> • Ability to critically evaluate and interpret clinical material and disseminate information. • Ability to establish effective working relationships. • Able to recognise and overcome barriers to understanding e.g. language, deafness, learning difficulties. • Demonstrate the ability to lead a team and work as part of a wider professional team. 		AF/I
Analytical and judgmental	<ul style="list-style-type: none"> • Demonstrate initiative and problem-solving skills. • Ability to critically evaluate and interpret clinical material and disseminate information. • Ability to demonstrate attention to detail, accuracy and numeracy/ calculation skills • Ability to analyse medicines charts and patient information in a specialist field, providing advice where information is lacking and medical opinion differs. 	<ul style="list-style-type: none"> • Experience of service tenders award processes. 	AF/I
Planning and organisational	<ul style="list-style-type: none"> • Ability to prioritise and manage own workload and that of team, managing conflicting work demands and priorities. • Ability to delegate appropriately. • Ability to work autonomously or as part of a wider team/network, self-motivated and ability to motivate others. • Ability to deputise for the Chief Pharmacist (whilst recognising own limitations and experience). • Ability to organise and manage own time management. • Ability to exercise own initiative. • Ability to plan/ organise new/future services; particularly where service risks have been identified or where service parity is required for patient safety. 		AF/I

Patient care	<ul style="list-style-type: none"> • Demonstrate empathy towards all patient and carer groups • Experience of developing and delivering services to meet the needs of different patient and carer groups. 		AF/I
Policy and service	<ul style="list-style-type: none"> • Experience of leading on the delivery and implementation of medicines optimisation. • Experience of developing and overseeing medicines policies, guidelines, protocols and procedures. • Experience of supporting formulary processes. 		AF/I
Financial	<ul style="list-style-type: none"> • Experience of budget management and setting. 	<ul style="list-style-type: none"> • Experience of contract management and negotiation. 	AF
Human resources	<ul style="list-style-type: none"> • Experience in leading staff and providing training to support their development. • Experience in providing managerial and clinical supervision. • Ability to identify own development and training needs. 		AF/I
Information Technology	<ul style="list-style-type: none"> • Conversant and competent with information technology and associated tools, e.g. Microsoft office. 	<ul style="list-style-type: none"> • Experience of utilising ePACT. • Experience of implementing/using electronic prescribing systems. 	AF/I
Research and development	<ul style="list-style-type: none"> • Experience in leading on research and development including clinical audit. • Experience of developing service metrics and outcome measures. 		AF/I
Values based	<ul style="list-style-type: none"> • Demonstrate support for the values of the Trust. • Demonstrate high levels of team working. 		AF/I

Personal qualities and attributes	<ul style="list-style-type: none"> • Good command of the English language. • Ability to work independently. • Good motivation and enthusiasm. • Ability to be calm and adaptable. 		AF/I
Other skills	<ul style="list-style-type: none"> • Driving skills (possession of a car or access to other independent means of transport and driving licence). This post is likely to require travel between a number of locations across the Trust. 		AF/I