



HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Title:	Chief Pharmacist
Band:	Agenda for Change Band 9
Directorate:	Quality and Medical Leadership
Responsible to:	Executive Director Quality and Medical Leadership
Accountable to:	Executive Director Quality and Medical Leadership
Base:	Hertfordshire Partnership University NHS Foundation Trust 99 Waverley Road St Albans Hertfordshire AL3 5TL

Post holder is required to travel by car to all trust sites.

Job Summary:

The Chief Pharmacist has responsibility for the management and the strategic development of medicines management and medicines optimisation in the Trust.

The main responsibilities are to:

- To monitor financial and clinical risk issues related to the use of medicines within Hertfordshire Partnership University NHS Foundation Trust.
- To manage the Medicines Management Team of senior pharmacists and technicians to deliver the strategy for medicines management and medicines optimisation

- To manage the services provided by the pharmacy at Kingfisher Court
- To monitor the pharmaceutical services provided by other local trusts for Hertfordshire Partnership University NHS Foundation Trust.
- To lead strategic planning for medicines management in the trust to ensure that the trust achieves the national standards such as CQC.
- To act as the statutory Accountable Officer for Controlled Drugs for the Trust

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Job Responsibilities:

The post holder will be responsible for the following duties in the Trust. These duties are to be carried out in accordance with medicines and general law, professional ethical guidelines, department of health guidelines and trust general and pharmaceutical policies.

- To manage the team of pharmacists and pharmacy technicians in the Medicines Management Team and the Trust Pharmacy at Pharmacy at Kingfisher Court.
- To be the statutory Accountable Officer for Controlled Drugs for the Trust and be a member of the Local Intelligence Network (LIN).
- To lead the development of medicines management standards and policies for the trust in close partnership with the Chair of the Drugs and Therapeutics Committee and the Executive Director of Quality & Medical Leadership
- To provide leadership in the safe, effective and cost-effective use of drugs within the trust in close partnership with the Chair of the Drugs and Therapeutics Committee and the Executive Director of Quality & Medical Leadership.
- To work cooperatively with other trusts within the local health economy to achieve agreed best practice in safe, effective and cost-effective prescribing and provision of medicines services, representing the trust on any local medicines management bodies where appropriate
- To have administrative responsibility for, and to be secretary to the Drugs and Therapeutics Committee and for preparing the minutes and circulation of these to clinicians and the Medicines Management Team webpage.

- To ensure effective operation, monitoring and feedback of the trust formulary, new drugs policy and other policies and guidelines as approved by the Therapeutic Advisory Committee (TAC) and Drugs and Therapeutics Committee (DTC) , including those agreed across the wider health economy (HMMC).
- To manage named patient request or fast track process for medication that has not been approved for the Trust Formulary.
- To prepare highly complex evaluation documents on all new drugs and to present these critical appraisals to the Drugs and Therapeutics Committee and the Hertfordshire Medicines Management Committee. To represent the trust on the Hertfordshire Medicines Management Committee.
- To answer complex medication information enquiries as required.
- To lead and develop programmes reviewing the use of medicines as part of clinical audit and practice governance to ensure evidence based and cost effective therapeutic practice. To be the Trust lead for POMH-UK national audits with the RCPsych Research Unit.
- To act as the statutory Accountable Officer for Controlled Drugs for the Trust and be a member of the Local Intelligence Network (LIN).
- To be a member of key Trust committees as required.
- To advise and liaise with management, medical, nursing and other staff in relation to the provision of medicines services for the trust and the development of appropriate protocols and guidelines
- To write, develop and monitor progress of policies and guidelines relating to medicines for the Trust. To provide strategic leadership on all medicines and prescribing issues within the Trust and to contribute to the plans for future development of all services provided by the Trust.
- To develop training for doctors, pharmacists, nurses and care assistants in medicines management in line with national standards. To develop patient education on medicines, counselling services, and self-medication programmes.
- To manage the Medicines Management Team annual Education and Training programme for medicines management across the Trust
- To develop and manage an audit inspection program and database of all trust sites to ensure standards for safe and secure handling of medicines.
- To monitor and provide analysis of medication errors in the trust and to provide education and training to enable learning from these events to reduce risk of these errors recurring. To develop medication error

reporting systems across the trust in partnership with the risk manager

- To support the implementation of NICE Guidance and MHRA alerts in relation to medicines throughout the Trust.
- To ensure that all provisions of current law relating to pharmacy and medicines are complied with and to advise on the use of medicines as licensed in the UK by the MHRA.
- To lead on approaches to the use of unlicensed medicines and the use of medicines outside the terms of their licence to minimise the risk to patients, prescribers and the trust.
- To work with the Deputy Director of Nursing & Quality to develop robust policies for nurse and pharmacist prescribing as appropriate and in line with national policies and guidelines.
- To co-ordinate, develop, write and maintain a database of Patient Group Directions which are applied in the trust and to provide pharmaceutical support for accreditation and training of staff undertaking Patient Group Directions.
- To direct and develop the provision of advice, analysis and reports on workload, budgets, differential cost and activity information to the trust management to facilitate monitoring of expenditure in accordance with any Trust cost efficiency initiatives and cost improvement plans. The trust drug budget is approximately £3 M.
- To be a named pharmacy contact in case of major incidents.
- To contribute to the service and financial framework process, identifying cost pressures relating to medicines and evaluating the potential contribution of new developments for the future, taking account of local and national development priorities. To ensure that all relevant staff are consulted and informed of any implications for their area of medical practice or service development.
- To be aware of regional and national developments within mental health, learning disabilities and paediatric pharmacotherapy by developing and maintaining regional and national contacts. To ensure appropriate information is disseminated to all trust personnel as appropriate.
- To work closely with Clinical Commissioning Groups, both individually and through any agreed local frameworks, to ensure integration of trust policies with others in the local health economy in all prescribing issues. To develop shared care guidelines to assist with agreement on prescribing issues across the primary/secondary care interface.

- The job will frequently require intense concentration and the use Visual Display Unit equipment more or less continuously on most days.

Working Relationships and Communication Requirements of the Job

Working relationships

Key working relationships will be with:

- Medicines Management Team and Pharmacy at Kingfisher Court
- Executive Director of Quality & Medical Leadership
- Executive Team members
- SBU General Managers and Clinical Directors
- Deputy Director of Nursing & Quality and Lead Nurses and service line leads
- Deputy Director of Safer Care and Standards
- Head of Practice Governance and practice governance leads
- Psychiatrists
- Nurses
- Service users and carers
- Patient Safety Manager
- Finance representative
- Human Resources representative
- Contract manager and business development leads
- Communication team
- Learning & Development for mandatory and other training
- CCG Pharmacist team
- Commissioners
- Chief Pharmacists of other Trusts including those managing our SLAs.
- Local Intelligence Network (LIN) for Accountable Officer for Controlled Drugs

Communication requirements

- To provide and receive highly complex, highly sensitive or highly contentious information. Developed persuasive, motivational, negotiating, training, empathetic and re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding. This may also involve presenting complex, sensitive or contentious information to a large group of staff, service users or carers.
- To be responsible for the teaching/delivery of education and training in Medicines Management for all healthcare professionals, (doctors, nurses and pharmacists) working in Hertfordshire Partnership NHS Foundation Trust as required by the standards set out in “Medicines Management in NHS Hospitals” and to support the CQC Standards.
- To communicate with, and form working relationships with pharmacists and technicians working within Mental Health Units under a Service

Level Agreement with an Acute Trust.

- To provide medicines information advice when appropriate to the designated areas, or to refer to the Medicines Information Pharmacist employed under the Service Level Agreement with an Acute Trust.
- To communicate complex information about medicines regarding individual service users within own organisation and across other organisations for example the PCT, acute trusts or community pharmacy. This may be multi-professional and there may be barriers to overcome in effective communication.
- Methods of communication will require excellent written and verbal skills.

Clinical Responsibility

- To provide highly specialist pharmaceutical advice concerning the care and treatment of service users in Mental Health and Learning Disability Services and to promote safe, effective and evidence based cost effective use of medicines within the Trust.
- To provide pharmaceutical support and advice to the inpatient and community mental health teams within the Trust. This support may include advising on local medicines policy writing and development, complex medicines information enquiries, development and training, dealing with supply problems and offering solutions etc.
- Critically appraise the evidence for all new medicines for mental health and prepare a written evaluation for the Drugs & Therapeutics Committee and for the Hertfordshire Medicines Management Committee. This will require a high level of clinical knowledge and ability to present to these committees.
- Work with commissioners for development of shared care across primary and secondary care and to promote integration between organisations.

Leadership and Staff Management Responsibility

- Responsible for the leadership, direct line management, training and development for all of the pharmacists, pharmacy technicians and technical staff working in the Medicines Management Team and the Pharmacy at Kingfisher Court.
- Responsible for recruitment, appraisals and disciplinary matters in both the Medicines Management Team and the Kingfisher Court Pharmacy.

- To be responsible for the teaching/delivery of education and training in Medicines Management for all healthcare professionals, (doctors, nurses and pharmacists) working in Hertfordshire Partnership University NHS Foundation Trust.
- Responsible to the Trust for leadership in all matters relating to medicines.
- To be responsible for effective operation, monitoring and feedback of the Trust Medicines Policy, Strategy for Medicines Management, Trust Medicines Formulary, New Drugs Policy, NICE Guidance and other policies and guidelines approved by the Drugs & Therapeutics Committee, including those agreed across the wider health economy by the Hertfordshire Medicines Management Committee.

Financial Responsibility

- Responsible for the budget for Medicines Management Team and the Kingfisher Court Pharmacy together amounting to over £1M for pay and non-pay.
- Advise the Director of Finance on issues relating to the drug budget of approximately £3M.
- Authorise invoices for charges for medication prescribed within the Trust.

Service Development and Improvement

- Responsible for development, review and implementation of Trust policies relating to medicines, related products or procedures. Member of guideline approval group.
- To advise and be closely involved with service and Trust development projects
- Negotiate and monitor service level agreements with other Trusts

Analytical and Judgemental Skills

- To provide highly specialist pharmaceutical advice concerning the care and treatment of service users in Mental Health and Learning Disability Services to promote safe, effective and evidence based cost effective use of medicines within the Trust.
- To provide and receive highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathetic or re-assurance skills are required. This may be because agreement or co-operation is required or

because there are barriers to understanding. This may also involve presenting complex, sensitive or contentious information to a large group of staff, service users or carers.

- To provide pharmacokinetic advice on drug plasma levels.
- Critical appraisal of all new drugs which requires understanding of clinical trial methods, terminology and statistical methods used.

Planning and Organisational Skills

- Regular Team meetings for briefing and feedback from the team. Monitor progress on planned work.
- Responsible for Drugs & Therapeutics Committee agenda planning. This will require planning and organisation of a broad range of complex activities and report writing.
- Responsible for the teaching/delivery of education and training in Medicines Management for all healthcare professionals, (doctors, nurses and pharmacists) working in Hertfordshire Partnership University NHS Foundation Trust.
- To lead the planning and implementation of audits which evaluate medicines use, the medicines management process, the operation of policies and procedures relating to medicines and risk management processes in the Trust and including national audits e.g. POMH-UK by the Royal College of Psychiatrists.

Physical Working Conditions and Environment

- The post will be based with the Medicines Management Team at Trust Head Office but will be expected to travel within Hertfordshire or to our Learning Disability sites at Little Plumstead in Norfolk or Lexden in North Essex.
- The post holder will be required to travel across Trust sites to advise and provide training in Medicines Management. This may require walking some distance and carrying heavy equipment including a projector, laptop and teaching materials.
- The job will require frequent use of VDU equipment every day and intense concentration in a sometimes noisy open plan office environment. The post holder may encounter challenging/hostile service users when visiting the mental health units.

Information Resources

The post holder will be responsible for maintaining records of medicines management activities and drug use for the Trust.

The post holder will have a good knowledge of sources of information on medicines in order to answer enquiries and provide advice on clinical cases.

Additional Information:

Knowledge and Skills Framework:

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Approved outlines are available on the HPT e-ksf local library

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

- We are **welcoming** so you feel valued as an individual
- We are **kind** so you can feel cared for
- We are **positive** so you can feel supported and included
- We are **respectful** so you can feel listened to and heard
- We are **professional** so you can feel safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The postholder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

