

Golden Jubilee Foundation

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**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Deputy Chief Pharmacist (Quality, Governance & Transformation)
HOURS: 37.5 per week
CLOSING DATE: 5 December 2019
INTERVIEW DATE: 8 and 9 January 2020

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant



**Golden Jubilee
Foundation**

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Information Pack

For the post of

**Deputy Chief Pharmacist (Quality, Governance &
Transformation)**

37.5 Hours Per Week

Reference Number: SHOW/3376

Closing Date: 5 December 2019

Interview Date: 8 and 9 January 2020



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:

- Valuing dignity and respect
- A “can do” attitude
- Leading commitment to quality
- Understanding our responsibilities
- Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£63,570 to £74,710 per annum

3. Grade

This post is offered at Band 8C

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE FOUNDATION

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Deputy Chief Pharmacist (Quality, Governance & Transformation)

Department(s): Pharmacy

Job Description Reference:

No of Job Holders: 1

2. JOB PURPOSE

The primary responsibilities of the Deputy Chief Pharmacist are to Lead on:

1. Medicines Governance, within the department and across the organisation
2. Clinical Pharmacy Service within the organisation
3. Transformational change of the pharmacy service
4. Medicines related Clinical Guideline development and implementation
5. Education, training and staff development for Pharmacy team
6. Practice based research for clinical pharmacy services

The post-holder has delegated responsibility to respond on behalf of NHS Golden Jubilee Foundation to national policy within the scope of the portfolio of the job and to represent the board at Regional and National level and participate in the wider strategic agenda for pharmacy.

As a member of the Pharmacy Leads Team the post-holder will share accountability for the operational provision of all pharmacy services to ensure an integrated approach to planning and delivery

The post-holder will support the Accountable Officer for the Golden Jubilee Board in relation to the Controlled Drugs Regulations as defined in the UK Health Act 2006 and the Controlled Drugs (supervision of Management and Use) Regulations 2006.

The post-holder is required to Deputise for the Chief Pharmacist within and out with the Golden Jubilee Hospital as required.

The post-holder is required to represent Pharmacy on various strategic and operational committees within the NHS Golden Jubilee.

They will lead medicines governance work within NHS Golden Jubilee, working with lead clinicians and practitioners to drive change and improvement regarding medication safety.

They will ensure that pharmacy services meet statutory legislation (in particular the Medicines Act, Misuse of Drugs Act and relevant European legislation) and good practice guidance (national and local) and take corrective action as appropriate to ensure high quality standards.

To lead the development and accessibility of medicine related clinical guidelines within NHS Golden

Jubilee

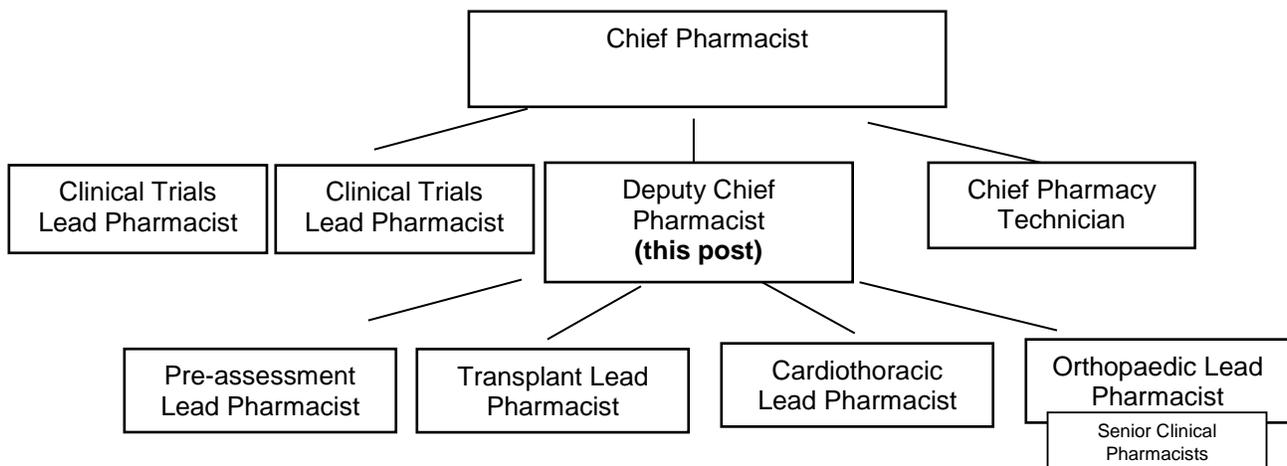
To provide effective clinical leadership in ensuring that the medicines governance agenda is clearly part of service development and contributes to Departmental, Divisional and Board strategic objectives including quality initiatives and targets.

The post holder will support the Chief Pharmacist and will work collaboratively with the NHS Golden Jubilee Foundation senior management team to ensure that NHS Golden Jubilee pharmacy services develop across the trust.

To support a Practice Based Research strategy to ensure the development of innovative pharmacy services and to improve the safe, effective and efficient use of medicines.

To ensure pharmaceutical care is provided through adherence to safe systems of work; responsible for ensuring all forms of activity reports relating to pharmacy, staff or finances are produced to support all performance targets.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The postholder has operational responsibility for the management of pharmacy services across NHS Golden Jubilee Foundation.

The postholder is accountable to the Chief Pharmacist and is responsible for the quality of clinical pharmacy services provided by:

Staffing

- 14 wte pharmacists
- 11 wte technical members of staff

- 4 wte ancillary staff

Budget

To act as authorised signatory as per Standing Financial Instructions authorising payments for medicines supplies up to £30,000, replacement and ordering of equipment up to £2,000

The post holder is responsible for ensuring that all pharmacy operations and activities are in accordance with NHS Golden Jubilee policies including Standing Financial Instructions, staff governance and that service developments are implemented in line with the NHS Golden Jubilee and national strategies.

In addition to the specific responsibilities outlined in this job description, the post holder will be expected to fulfil all of the basic pharmacist competencies required as part of registration with the General Pharmaceutical Council of Great Britain. The post holder will be required to act at all times in accordance with medicines and Health & Safety legislation (e.g. Medicines Act 1968, Misuse of Drugs Act 1971, Poisons Act 1972, Control of Substances Hazardous to Health Regulations 2002) and professional obligations as outlined in the Royal Pharmaceutical Society, Medicines, Ethics and Practice Guide. The post holder will be expected to maintain the standards of both the General Pharmaceutical Council (Regulation) and the Royal Pharmaceutical Society (Professional).

5. MAIN DUTIES/RESPONSIBILITIES

The Deputy Chief Pharmacist is professionally accountable to the Chief Pharmacist and for the development of Medicines Governance services within the department and across the organisation.

Senior Leadership

- Provide leadership, ensuring a professional, visible role model to all pharmacy staff.
- Work strategically and corporately in partnership with executive directors, associate directors and senior operational managers within the NHS Golden Jubilee.
- Work with organisations within NHS Scotland and wider, to influence the medicine safety agenda
- Function autonomously as a senior manager and member of the Pharmacy Leads Team.
- To lead and be responsible for assessments, action plans and implementation of change regarding compliance with standards such as the Royal Pharmaceutical Society Hospital Pharmacy Standards and Quality Standards from Healthcare Improvement Scotland.
- To provide clear and effective clinical leadership and direct operational management for all pharmacy services provided by the Pharmacy Department ensuring all standards of practice and performance targets are met.
- To implement and deliver the corporate portfolio for standards and quality of clinical pharmacy services across the NHS Board Area taking responsibility for a programme of improvement.
- To provide expert advice to NHS Golden Jubilee (including Directors, senior managers and high level committees) and its partner organisations on health policy and national strategy in relation to the Hospital Pharmacy Service with particular reference to the corporate portfolio for standards and quality of clinical pharmacy services.
- To develop and deliver the long term strategy for the delivery of clinical pharmacy services across NHS Golden Jubilee working with the operational strategic lead to ensure joined up working and best value.
- To lead aspects of work of the Drug & Therapeutics Committee
- To participate in decisions regarding on which individual or groups of medicines should be made available within NHS Golden Jubilee.

- To contribute to the delivery of the NHS Scotland strategies including Realistic Medicine and the Quality Strategy engaging with the public and patients with particular reference to public engagement within prescribing.
- To lead the local delivery regarding medication safety.
- To provide expert advice to the Scottish Directors of Pharmacy and Scottish Government Health Department regarding areas of pharmacy policy and practice as required as member of national committees and working groups.
- Deputise for certain aspects of the Chief Pharmacist in their absence.
- Actively involved in ward and departmental duties to ensure that effective commitment to these duties is maintained. Provide professional cover to the clinical rota on a sessional basis.

Medicines Governance

- Act as the Lead for Medicines Governance
- To lead the development and accessibility of medicine related clinical guidelines within NHS Golden Jubilee. The development of clinical guidelines will include dealing with conflicting opinions from different experts within the particular area of therapeutics resulting in the post holder providing their expert opinion in situations where there may be no obvious initial solution. The accessibility of clinical guidelines will involve the development and maintenance of a new information resource e.g. App / website containing medicine related clinical guidelines for use in NHS Golden Jubilee.
- Analyse incident data, audit and other data to identify, prioritise and address medication risks to minimise harm to patients.
- Support the provision of monthly Medicines Management Reports as part of the boards quality improvement agenda on improvement work streams and incidents.
- Lead on development of departmental governance structures and reporting systems this will include a regular Medicines Governance report for divisions.
- To lead and be responsible for all aspects of medicines policy, including the development and maintenance of the Safe and Secure Handling of medicines policy. This will include specific guidance regarding controlled drugs and unlicensed medicines use.
- To lead and be responsible for all aspects of clinical governance and safety within the Pharmacy Department, working with Pharmacy Senior Management Team.
- To lead, manage, develop and comply with all relevant statutes, legislation and best practice with regards to medicines, processes, policies and procedures.
- To improve the quality of reporting and learning of medication error incidents in the organisation and outside.
- To develop, monitor and implement the board strategy around medication safety through clinical leadership participating in patient safety and clinical risk.
- To drive change and improvement within the board regarding medication safety.
- To support and report on the progress and dissemination of medicines safety communications from appropriate internal and external bodies such as MHRA, National Procurement Scotland, Healthcare Improvement Scotland and NHS Scotland (or equivalent)
- To provide highly complex information while undertaking the role as Lead for Medicines Governance. This includes dealing with conflicting opinions from different experts within the particular area of therapeutics resulting in the post holder providing their expert opinion in situations where there may be no obvious initial solution.
- To ensure that issues concerning medicines safety are appropriately highlighted to the Pharmacy Department, Divisions and Executives.
- To support the Chief Pharmacist and Pharmacy senior team with the implementation of any new technical developments e.g. robots, electronic prescribing.
- To ensure processes are in place to support the safe use of the electronic drug cabinets within NHS Golden Jubilee.
- To lead and be responsible for the day to day operational safety of prescribing systems e.g. the future Hospital Electronic Prescribing and Medicines Administration System. This will involve the

maintenance of the prescribing information contained within the system.

- To be accountable for the effective use of the Ascribe pharmacy system ensuring that all policies and procedures are adhered to.
- To manage the work of pharmacy staff for which they have a responsibility, including performance management, discipline and grievance management.
- The post holder will promote and encourage continuous professional and personal development of all staff to ensure services are delivered by a competent and motivated workforce in line with all staff governance requirements.

Medicines Effectiveness

- To monitor prescribing performance within the divisions. This will involve using prescribing systems to set up query reports to collate and analyse data on a regular basis.
- To provide evaluated analysis and advice on a wide range of highly complex clinical and pharmaceutical issues to both clinicians and managers. Such information is often highly complex, incomplete and conflicting but frequently involves situations where judgements require to be made using the available evidence.
- To implement a programme of research and development within clinical pharmacy services across NHS Golden Jubilee in association with local academic providers to contribute and enhance the evidence base associated with the provision of pharmaceutical care, establishing links with universities and the pharmaceutical industry.
- To be responsible for leading on the identification and development of a range of audit activities across the post holder's area of responsibility. This will include supporting medical and non-medical prescribers in the wider clinical governance agenda to ensure patient safety and wellbeing.
- To lead an ongoing programme of audit, investigation and improvement within the portfolio of the job in relation to quality, clinical safety, best value and service transformation.

Training and Education

- To be responsible for the development of the non-medical prescribing strategy for Pharmacy Department, working with the NHS Golden Jubilee non-medical prescribing lead and oversee NHS Golden Jubilee Patient Group Directions (PGDs) and Patient Specific Directions (PSDs)
- Provide leadership for Pharmacy Training and Education
- Ensure that training programs are delivered appropriately and by accredited external bodies where appropriate, this includes Pre- registration pharmacists, Pharmacists vocational training and clinical pharmacy course
- Promote and support teaching, learning and personal development for all staff in the department.
- Assist in the development of board wide input to staff induction and training processes relating Medicines Management and Patient Safety
- Foster a culture of lifelong learning, to include provision of post-registration education, continuing professional education and development, and vocational training of all staff within pharmacy
- To develop and participate in medication safety related practice based research programmes, encouraging all staff to participate.

Health and Safety

- To oversee the Health & Safety of staff, patients, medicines and assets within the Pharmacy Department.
- To ensure that risk assessments are carried out and risk reducing measures implemented. Where appropriate, to review and update safe systems of work on a regular basis. To report to the Chief Pharmacist any residual risk that are unacceptable and not within their span of control to rectify and identify these and update on a regular basis on the Pharmacy Risk register.
- To oversee pharmacy input into the NHS Golden Jubilee H&S committee.

General

- Ensure that good HR practices are applied including application of agreed board policies and procedures, the requirements of 'investors in people' and initiatives around 'equality and diversity
- Compliance with GDPR
- With the senior pharmacy team, support the Chief Pharmacist in ensuring the pharmacy service remains responsive to the needs of patients, carers and staff.
- Recruit, develop and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the pharmaceutical service and achievement of the pharmacy strategy / board objectives.
- Ensure systems are in place to identify poor performance of any type and that any individuals identified are appropriately supported and managed within board policies. Where appropriate, this may involve holding performance, conduct or other associated HR related meetings with staff.
- Appraisal and Personal Development Plan will be undertaken by the Chief Pharmacist.
- It is expected that the post holder will actively participate in those professional networks of direct relevance to NHS Golden Jubilee. All time on such activities is agreed within performance objectives or as part of the PDP process.
- To observe and have due regard to all appropriate legislation and guidance relating to pharmacy activity and the professional requirements of the General Pharmaceutical Council and maintain personal registration at all times when employed by the board.
- To record all CPD as required by the General Pharmaceutical Council and the knowledge and skills framework.
- To maintain safe standards of work and appropriate records in connection with the requirements of the Medicines Act, Misuse of Drugs Act, SG Directives and / or departmental procedures.
- To be aware of and operate within current legislation for 'Health and Safety at Work' and 'COSHH', and corporate, clinical and organisational governance.
- Undertake any other duties as required by the Chief Pharmacist in accordance with grade and nature of the post.

6. SYSTEMS AND EQUIPMENT

- Frequent use of systems to create and input to databases where required, to collate, analyse and share information that will inform decisions at NHS Golden Jubilee.
- Frequent user of the Ascribe Pharmacy & Prescribing System and to input information and obtain management and clinical reports
- Frequent use of Microsoft Word, Excel and Access.
- Use of Power Point for presentations.
- Daily use of the Internet and the NHS intranet, and e-mail functions
- Use of organisational systems eExpenses, DATIX

Requires to have advanced knowledge of:

- The Code of Ethics of the Royal Pharmaceutical Society
- Standing financial instructions,
- Medicines Act (1968), Misuse of Drugs Act, European legislation on medicines,
- Unlicensed Medicines Policy, Guide to good dispensing,
- Scottish healthcare Supplies / National Procurement
- Incident Reporting

- Drug and Therapeutic Committee
- **Scottish** Medicines Consortium
- National guidance such as Royal Pharmaceutical Society Safe and Secure Handling of Medicines guidance, standard operating procedures within pharmacy, national and local formularies, security systems for pharmacy, hospital information system (HISS), manual records.
- Responsible for ensuring compliance with Human Resources policies and procedures within pharmacy.
- Knowledge of Building Notes and Technical requirements for specialist pharmacy accommodation to ensure premises are fit for purpose.
- Ensuring Standard Operating Procedures are in place.
- Expert knowledge of pharmaceutical and medicines related legislation.

7. DECISIONS AND JUDGEMENTS

The post has a high level of autonomy within NHS Golden Jubilee, having full delegated authority to deliver within the defined pharmacy portfolio.

The post holder will work in a self-directed fashion within the parameters of government and NHS Golden Jubilee priorities and policies for health and other regulatory frameworks.

The post holder is expected to anticipate and resolve relevant issues using their own initiative and to interpret aspects of health policy, statute and scientific data and act accordingly, including the setting of goals and standards for the service and others in the organisation. This includes interpretation and analysis of all statutory and professional frameworks governing pharmacy practice.

Review of performance is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Pharmacist reviewed by the Executive Medical Director. Formal appraisal is undertaken on an annual basis.

Responsible for interpretation of Government and NHS Golden Jubilee policy for pharmacy services.

The post holder is required to decide upon priorities within the available resources for maintaining, developing and where appropriate disinvesting in specific pharmaceutical services, and has the freedom to make these judgments within a framework of broad local and national guidance.

The post holder is expected to contribute to and to take a lead role in the development and implementation elements of national and Board strategy and interpret and manage the impact upon local service delivery.

8. COMMUNICATIONS AND RELATIONSHIPS

- The post holder will be expected to provide, receive and respond quickly to highly complex information, including scientific, clinical (including clinical trial analysis) and financial information, at both local and national level, within and out with pharmacy
- They will be required to demonstrate a very high level of interpersonal skills to present to, negotiate with and influence others with alternative, hostile and emotional views, for example as Chair of a Root Cause Analysis panel, where the performance of individuals or teams may be being challenged.
- The post holder will be a member of key operational management and professional committees and will

be required to Chair some groups

- The post holder will be expected to communicate often highly complex information to patients and patient groups where there may be difficulties in understanding some complexities of therapeutics and associated economics
- The post holder is required to negotiate, motivate and persuade individuals and groups who may not always hold similar views and where proposal may have direct or indirect consequences on current service provision.
- Post holder is required to manage confidential and sensitive information and release in an appropriate manner.
- The post holder will communicate directly with colleagues from all disciplines and professions within the NHS both locally and nationally, and will be required to provide emotional support to staff in a variety of situations
- Preparation of and responding to press releases.
- The post holder will be required to teach and present to groups of staff.
- Internally the post holder will be required to communicate with staff, the NHS Board, a range of Committees (including Professional Committees), trade unions and professional organisations, and individual Clinicians and Managers.
- Externally the post holder will be required to communicate with members of the public, other Health Boards, the Scottish Government, The Regulatory Body for Pharmacy – General Pharmaceutical Council, The Professional body for Pharmacy (The Royal Pharmaceutical Society of Great Britain), the Common Services Division (Practitioner Services Division, Information Services Division), Educational providers including NHS Education for Scotland, University Schools of Pharmacy, other Colleges and further education providers, the Scottish Directors of Pharmacy Group, the Scottish Medicines Consortium, MSP's and MP's.

9. PHYSICAL DEMANDS OF THE JOB

Physical Effort – the post is hospital based with the requirement to travel; regular periods spent using a computer requiring keyboard skills; ability to drive and current driving licence. A combination of sitting, standing and walking. Potential exposure to hazardous chemicals (cytotoxics). There will be occasional exposure to unpleasant working conditions e.g. noise, smells at ward or pharmacy department.

Mental Effort – The work pattern is unpredictable and there are frequent interruptions, which may be urgent from a wide variety of sources both internal and external to the organisation. There is a need to re-prioritise work throughout the day.

There is a frequent requirement for intense concentration when reviewing and assessing clinical and scientific data, medicines policy development and accurate interpretation of all statutory and professional frameworks governing pharmacy practice. There is a requirement for effective participation at strategic and operational meetings.

Emotional Effort – exposure to distressing and emotional circumstances (more than monthly) including:

- Management of critical incidents involving medicines and those unrelated and being investigated by the post holder on an independent basis (investigation of fraud).
- Investigation of complaints and associated change management may be required.
- Management of grievances and disciplinary matters

- Management of professional performance issues with staff
- Staff counselling and support
- Working with distressed patients and relatives or at meetings where there is disagreement and hostility.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Balancing the needs of the individual patients with the requirements of corporate/divisional business plans and targets
- Dealing with sensitive staff issues, staff performance issues, discipline and grievances
- Making controlled responses in stressful situations
- Concentrating with frequent interruptions which are not predictable or scheduled resulting in a change in planned activities
- Planning and implementing services and developments against a background of limited resources and time constraints.
- Managing the changes in culture within pharmacy technical services.
- Balancing the management and development of staff with service needs and prioritising workload
- Maintaining broad pharmacy technical knowledge of all areas to facilitate informed decision making
- Ensuring risks involved in working with carcinogenics, sharps and chemical detergents are managed appropriately to protect the health and wellbeing of all technical staff.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Master of Pharmacy Degree or equivalent.

Registration as a pharmacist with the General Pharmaceutical Council.

Post Graduate Degree/ Masters in Clinical Pharmacy or Management.

Significant demonstrable experience of leading and working within a multiprofessional team.

Experience at senior level within a recognised and relevant area of pharmacy

Expert knowledge of pharmacy and prescribing practice

Experience with regulatory standards for pharmacy activities including GPhC registration and MHRA.

Excellent leadership skills and ability to influence at all levels using self-management ability and analytical, prioritisation and judgement skills.

Excellent oral and written communication skills to address highly difficult and complex issues. This may involve persuasive, motivational, negotiating and training skills in order to provide, receive and present potentially complex, contentious issues relating to practice developments.

Teaching skills to develop others.

Excellent organisational skills to determine individual and organisational priorities.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	<p>Master of Pharmacy Degree (or equivalent)</p> <p>Post graduate degree to Masters level in a recognised area of pharmacy practice</p> <p>Registration as a practising pharmacist with the General Pharmaceutical Council</p> <p>Evidence of continuing professional development</p>	<p>Management development or qualification relevant to the NHS</p> <p>Current membership of the Royal Pharmaceutical Society of Great Britain</p> <p>Independent prescriber</p>
Experience	<p>Significant demonstrable experience in leading and working effectively in a multiprofessional environment.</p> <p>Experience with regulatory standards for Pharmacy activities including GPhC registration and MHRA.</p> <p>Demonstrable experience at a Senior level within a recognised and relevant area of pharmacy practice (including management of staff, resources and budgets)</p> <p>Experience of training groups of healthcare professionals and / or supporting individuals development.</p> <p>Experience of presenting to large and diverse groups of people including staff, executive directors, clinicians and service users.</p>	
Skills/Knowledge	<p>Expert theoretical and practical knowledge of pharmacy practice</p> <p>Expert knowledge of the legal and ethical framework for pharmacy practice</p> <p>Expert knowledge of prescribing practice and the associated drivers for change</p>	<p>Advanced knowledge of clinical IT systems</p>

	<p>Critical appraisal skills</p> <p>IT competencies in Word, Powerpoint and Excel or equivalent programmes.</p> <p>Significant negotiation skills for influencing senior internal and external stakeholders around performance delivery, service development and to ensure the needs of both the Board and Pharmacy Services are met at a strategic level.</p> <p>Highly developed analytical and interpretation skills enabling informed judgements to be made on a wide range of highly complex and frequently changing information.</p> <p>Excellent organisational skills to determine individual and organisation priorities.</p> <p>Ability to prioritise, manage change and escalate when appropriate.</p> <p>Excellent time management skills.</p> <p>Excellent leadership and interpersonal skills to enable the post holder to develop positive working relationships with all groups of staff and key stakeholders across the Board and wider health economy.</p> <p>High level of political awareness and ability to recognise competing and at times conflicting interests across multiple stakeholders and direct the organisation appropriately.</p>	
<p>Additional job requirements</p>	<p>Self-motivated individual with an organisational and logical approach to work</p> <p>Ability to be adaptable and to work flexibly under pressure as part of a busy team and act on own initiative without direct supervision to prioritise and</p>	<p>9.</p>

	achieve deadlines. Able to work during normal working week, extended hours and rota cover weekends and bank holidays	
Any other additional information		