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| Job Title: | Deputy Chief Pharmacist |
| Reports to (job title): | HCRG Chief Pharmacist |
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## Job purpose

HCRG Care Group is dedicated to partnering with colleagues and service users to deliver exemplary services, while actively shaping the future landscape of health and social care. Our overarching purpose is to drive continuous improvement across the organisation and its services, ensuring that every individual truly 'feels the difference'.

The Deputy Chief Pharmacist will play a pivotal role in supporting the strategic vision and ambitions set forth by the Chief Pharmacist. They will offer exemplary leadership to the wider pharmacy workforce and will assume delegated responsibilities across the Chief Pharmacist’s portfolio in their absence. Furthermore, they will serve as an aspirational role model to Lead Pharmacists, embodying professional excellence and commitment.

**Role Summary**

The post-holder will assume responsibility for the strategic leadership, development, delivery, evaluation, and continuous improvement of high-quality pharmacy services. They will lead on the implementation and advancement of the medicines optimisation strategy and provide key support to the Chief Pharmacist in shaping strategic direction and facilitating long-term planning.

As Deputy Chief Pharmacist, the post-holder will work collaboratively within the Medicines Optimisation team to ensure the efficient utilisation of resources in delivering a safe, effective, and high-calibre service. They will be accountable for ensuring full compliance with statutory obligations related to medicines optimisation and adherence to Care Quality Commission (CQC) standards. Furthermore, they will provide assurance to the Chief Pharmacist regarding the safety and effectiveness of medicines optimisation activities, whilst offering strategic and operational support to the Business Unit Lead Pharmacists.

## Key responsibilities

## The following is intended to provide a summary of the principal duties associated with this role and is not an exhaustive list of all responsibilities that may be required:

* Provide expert advice on all aspects of medicines optimisation and medicines management.
* Maintain full accountability for professional actions, demonstrating autonomy and leadership within the designated scope of practice.
* Exercise sound clinical judgment in scenarios where information may be limited, professional consensus may be lacking, or recommendations are subject to challenge.
* Interpret and apply organisational policies, ensuring alignment with current legislation and professional standards.
* Ensure all organisational medicine related policies reflect best practice
* Support negotiations for service level agreements and contracts pertaining to pharmacy services.
* Provide comprehensive advice regarding the clinical and economic use of medicines to promote cost-effective prescribing.
* Support the Clinical Governance and Risk Management agenda by implementing systems that uphold standards of care, promote evidence-based practice
* Liaise effectively with local stakeholders, including Integrated Care Board (ICB)
* Actively contribute to the formulation and achievement of Medicines Optimisation objectives. that differentiate the organisation and drive sector-leading performance
* Encourage and support continuing professional development (CPD) among medicine optimisation team; coordinate and participate in relevant educational initiatives.
* Assist the Chief Pharmacist in developing and overseeing the Pharmacy related IT objectives, with particular attention to leveraging technological advances such as electronic prescribing systems (EPMA).
* Ensure full compliance with relevant Care Quality Commission (CQC) standards and statutory regulations including the Medicines Act 1968 and the Misuse of Drugs Act 1971.
* Lead on specific projects and workstreams as required, including the establishment of new pharmacy services or cost-efficiency initiatives.
* Undertake any other appropriate duties, clinical or non-clinical, as reasonably requested.
* Actively participate in the activities of the Quality and Medicines Optimisation Teams.
* Foster and maintain productive working relationships with colleagues across HCRG Care Group and with external health and care partners.
* Prepare and present clear, concise written and verbal reports for internal governance forums, including the HCRG Medicines Optimisation Governance and Clinical Governance Committees.
* Collaborate with the Chief Pharmacist to meet the regulatory expectations of the CQC and the Home Office in relation to medicines management.
* Review and analyse findings from national medicines-related audits
* Conduct site inspections where necessary, offering feedback, guidance, and support for continuous improvement.
* Promote a culture of safety and accountability, ensuring principles of safe medicines handling and clinical governance are embedded in all aspects of medicines optimisation.
* Support the development and implementation of non-medical prescribing

## Key Internal Relationships

* Chief Pharmacist
* Chief Nursing Officer and Quality Team members
* Lead Pharmacists
* Head of Business Units
* BU Quality Leads
* Non-Medical Prescriber Leads

## Key External Relationships

* ICB teams and partner organisations in local health economy
* ICB Chief Pharmacists
* Local Acute Trusts Chief Pharmacist and Pharmacy Team
* PCN Lead Pharmacists
* Local GP Prescribing Leads
* Essex County Council Clinical Governance, Primary Care and Pharmacy Lead

## Other Considerations (i.e. required to travel):

Flexibility and ability to travel

Ability to work from home whilst meeting needs of the role

Car driver, with full driving licence

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](file://am-dar-fs01.assuramedical.local/Group/Medical_Services_HR/RECRUITMENT%20-%20NEW/Vacancies%20&%20Advertising/834-862-T3%20-%20Admin%20Receptionist/records%20management%20nhs%20code%20of%20practice) , [NHS Constitution](https://protect.checkpoint.com/v2/r06/___http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzo0MGFiY2IwMWE0OGYzNTI5ZjU2ZmFkYjkwNzI3MDUxODo3OjEyNTY6MWYyNTczNjA1Mzk2ZTBhZTk5MGE0OTUyNzczODJiZWIyZTVmMjBkOGZmMTFhNTg4N2E1NDFkNjFlOWE4ZTU5MTpwOkY6Rg) and [HSCIC Code of Practice on Confidential Information](https://protect.checkpoint.com/v2/r06/___http://systems.hscic.gov.uk/infogov/codes/cop/code.pdf___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzo0MGFiY2IwMWE0OGYzNTI5ZjU2ZmFkYjkwNzI3MDUxODo3OjAzMGY6MDI0YzQ3MThjYzJiOTFhNTQwZTkwNzhmNTYyYTFkZTQwZDgxM2MyNDYxMmQxNjA5NDlmODMzZjU5ZjE4YWZmMTpwOkY6Rg) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

* Professional registration with the General Pharmaceutical Council (GPhC).
* Vocational Masters Degree in Pharmacy (or equivalent)
* Significant or extensive post qualification experience
* Postgraduate qualification in clinical pharmacy or equivalent additional experience
* Recent extensive practice in a leadership role within a hospital pharmacy service at a senior level
* Ability to effectively manage resources including people, finance and facilities
* Excellent verbal and written communication skills
* Knowledge of the changing NHS environment and government initiatives e.g. Integrated Medicines Optimisation, National Institute for Clinical Excellence (NICE), CQC, Integrated Care System (ICS)
* Understanding of Clinical Governance and Risk Management and their influence on current practice
* Evidence of on-going CPD
* Previous experience in Community Health Care services
* Post-qualification experience of clinical pharmacy, medicines information and prescribing advice
* Sound knowledge of prescribing, pharmacy and medicines management issues in primary and secondary care
* Effective negotiation skills and ability to persuade others
* Good inter-personal skills and ability to build relationships
* Ability to provide succinct and objective advice
* Experience of working effectively within multi-disciplinary groups
* Knowledge of Excel, Word, PowerPoint, email, internet and Prescribing Systems to a competent standard.
* Ability to work flexibly and on own initiative, without supervision.
* Ability to critically appraise literature in order to analyse, interpret and evaluate clinical papers, clinical evidence, data and information from various sources to make judgements, decisions and provide recommendations.
* Good problem-solving skills.
* Demonstrate excellent decision-making skills and ability to understand complex information.
* Ability to assimilate, analyse and interpret clinical and financial data.
* Good time management and organisational skills, able to work to tight deadlines.
* Experience of producing high level reports and presenting these at key committee meetings
* High level of communication, influencing and interpersonal skills
* Ability to plan, set objectives, priorities and review performance against objectives
* Ability to identify and manage risks and evaluate quality of own work and service
* Effectiveness in conflict resolution and management

### Desirable

* Experience of SystmOne and EMIS
* Experience of the NHS Electronic Prescription Service (EPS)
* Experience of NHSBSA prescriber registration process and prescription form ordering processes
* Knowledge of ePACT data reporting

Other requirements:

Long periods of computer work and daily concentration on preparing reports, policies, analysing data and training materials; delivering training and medicines optimisation induction sessions; carrying out audits; attending meetings. Frequent interruptions to answer queries from health care professionals and colleagues, which may be received at any time and may take precedence over other work depending on their urgency.

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| Employee signature |
| Manager signature |