

Job Description

Job Title:	BSW Deputy Lead Pharmacist, Band 8a
Reports to (job title):	Lead Pharmacist BSW Governance Pharmacist
Line Manager to:	Pharmacy Administrator

Job purpose

HCRG Care Group's mission is to work with colleagues and service users to deliver exceptional services and to shape the future of health and care. Our purpose is to continuously improve the organisation and services to enable everyone to 'feel the difference'.

This will be a high profile post responsible for medicines optimisation on behalf of the Business Unit (BU), working closely with the Regional Head of Quality and Chief Pharmacist overseeing medicines optimisation across the portfolio of community services, providing support and guidance, direction and influencing colleagues to ensure organisational and BU medicine optimisation objectives are achieved.

Role Summary

The Deputy Lead Pharmacist will work closely with and provide direct support to the Lead Pharmacist in delivering high-quality specialist pharmacy advice and medicines optimisation across the Business Unit. The role contributes to ensuring the safe, effective, and legally compliant use of medicines, and supports innovation and service improvement in medicines optimisation.

Under the guidance of the Lead Pharmacist, the role holder will assist in maintaining compliance with legal and regulatory frameworks, including: The Human Medicines Regulations 2012, RPS Professional Guidance on the Safe and Secure Handling of Medicines, Controlled Drugs legislation, Care Quality Commission requirements, NICE guidance, Patient Safety Alerts, and MHRA communications (including drug recalls).

The Deputy Lead Pharmacist will support the pharmacy workforce through day-to-day operational oversight, contributing to contract management and service level agreements (SLAs), and providing prescribing, therapeutics, and medicines-related advice and information, as delegated by the Lead Pharmacist.

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The Deputy Lead Pharmacist will support and advise on medicines optimisation for the Learning Disability and autism service across BSW. The post holder will help the LDAN team with medicines related queries and provide the LDAN and ND NMPs with professional supervision.

Key responsibilities

The Deputy Lead Pharmacist will work under the direction of the Lead Pharmacist to support the delivery of the following responsibilities across the Business Unit. This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role

- Assist in providing expert medicines management advice on all matters relating to inpatient and community healthcare, including complex scenarios beyond the scope of national protocols, policies, and guidelines.
- Support the promotion of good professional practice in medicines optimisation across the Region.
- Participate actively in the local Medication Safety Network, representing the pharmacy team as required.
- Help establish and maintain effective working relationships with colleagues within the Business Unit, wider HCRG Care Group, and local Health and Care Partners.
- Support the monitoring, analysis, and interpretation of medicines-related data, clinical audits, and incident reports, providing advice and input where appropriate.
- Contribute to written and verbal reports, accounts, and feedback for BU governance meetings, as requested by the Lead Pharmacist.
- Assist services in meeting medicines management requirements set by the CQC and Home Office, including the development of SOPs, clinical guidelines, and performance monitoring tools.
- Support the implementation of improvements in medicines safety and optimisation as part of continuous quality improvement initiatives.
- Help ensure services understand and implement the organisation's medicines policies effectively.
- Attend Clinical Governance meetings to provide input on medicines optimisation, as required.
- Support the Lead Pharmacist in chairing local BU Medicines Optimisation meetings.
- Undertake audits and site inspection visits, providing feedback, advice, and support under the guidance of the Lead Pharmacist.
- Promote the principles of safe medicines use and clinical governance throughout all aspects of medicines optimisation.
- Escalate any concerns about the safe handling of controlled medicines to the BU CDAO.
- Assist service staff in achieving and maintaining consistent competencies in Medicines Management.
- Support the BU Non-Medical Prescribing (NMP) leads in auditing prescribing practices, including the use of controlled drugs.

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- Provide guidance to local Non-Medical Prescribers to ensure prescribing aligns with current, evidence-based best practice.
- Plan and manage own workload while remaining flexible to respond to changing clinical, professional, or organisational needs.
- Collaborate with the wider pharmacy and clinical teams to achieve BU and organisational priorities.
- Maintain up-to-date knowledge of relevant legislation, regulations, and national, regional, and local guidance.
- Adhere to the standards set by the General Pharmaceutical Council (GPhC).
- Be professionally accountable for advice and actions, both personally and in support of other health and care professionals.
- Take responsibility for identifying and maintaining Continuing Professional Development (CPD) and a Personal Development Plan (PDP).
- Contribute to the development and implementation of the Medicines Optimisation Strategy.
- Support the delivery of patient education programmes, particularly for individuals with long-term conditions.
- Assist service managers and clinical leads in reviewing medicines optimisation-related complaints, incidents, and near misses, including risk assessments and action plans.
- Help motivate, persuade, and negotiate with key stakeholders to implement clinically and cost-effective prescribing and medicines management changes.
- Support services in identifying and mitigating medicines-related risks.
- Ensure learning from medication-related incidents is shared across relevant teams.
- Assist in the development and maintenance of Patient Group Directions (PGDs), including documentation and approval processes.
- Collaborate with the Infection Prevention and Control lead to promote standardised antimicrobial prescribing across inpatient units.
- Coordinate the implementation of medicines-related audits.
- Support the review and maintenance of medicines-related policies and standard operating procedures to ensure they remain current and fit for purpose.

Key Internal Relationships

- Business Unit Leadership
- HCRG Care Group Lead Pharmacists
- BU Non-Medical Prescriber Lead
- BU Service Managers
- BU colleagues
- Chief Pharmacist

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- National Chief Nurse, Head of Regulation and CQC and Head of Quality

External

Integrated Care Boards, Health and Care Partnerships, specifically partnership Lead Pharmacists, professional and regulatory bodies, referrers, patients/service-users

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

Flexibility and ability to travel across BSW
Ability to work from home whilst meeting needs of service
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.

Care Think Do

- Inspire • Challenge •
- Understand • Improve •
- Communicate • 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.

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All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 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 , NHS Constitution and HSCIC Code of Practice on Confidential Information 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.

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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 always observe strict fire and security precautions.

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.

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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 intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager. Personal Specification

Essential

- Registration as a pharmacist with the GPhC
- Evidence of on-going CPD
- Previous experience in Community Hospitals and Community Health Care services
- Experience of chairing meetings
- Experience of supporting Non-medical Prescribers.
- Excellent IT skills
- Ability to work flexibly and on own initiative
- Good time management and organisational skills
- Experience of producing high level reports and presenting these at key committees

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- Experience undertaking, interpreting, and reviewing clinical audit
- High level of communication, influencing and interpersonal skills
- Good awareness and understanding of national policy development on community health services
- Awareness of the role and function of various commissioning organisations
- Understanding of ePACT data
- Familiar with the concepts of evidence-based medicine, needs assessment, effectiveness, prioritisation and appropriateness
- Understanding of the concepts of Clinical Governance and how to apply this to the broader agenda
- Good basic knowledge of the regulatory framework and the role of regulators and associated health policy.
- Ability to manage own workload
- Ability to drive, hold a full driving licence, access to a vehicle for all work-related travel

Desirable

- Knowledge of the Integrated health and care systems, including commissioning process
- Experience of inter-agency working – e.g. Local authorities, CQC, HO etc.
- Experience of working within Nurse Led inpatient Units

Employee signature

Manager signature
