Job Title:	Lead Pharmacist
Reports to (job title):	BU Head
	Functional Reporting: Chief Pharmacist

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 Head and Chief Pharmacist overseeing medicines optimisation across the portfolio of services, providing support and challenge, and directing and influencing colleagues to ensure organisational medicine optimisation objectives are achieved.

Role Summary

The role holder will provide high-quality specialist pharmacy advice and support to services, to ensure legal, safe, and effective medicines optimisation, and will lead and support the development of strategy to promote innovation in medicines optimisation. They will work with the Quality Lead, Service Clinical Leads, and management team to facilitate appropriate medicines optimisation activities, including audit and the implementation of subsequent action plans, monitoring medicine incidents and ensuring that learning is shared, providing advice to services for their internal service reviews and identifying services within their Region that require additional support.

The role-holder will be responsible for ensuring that all statutory duties relating to medicines optimisation are met and systems are CQC compliant. They will provide assurance that medicines use and management is safe and effective and will support the development and implementation of non-medical prescribing.

The role-holder will work closely with the corporate support functions, in particular, the Chief Pharmacist, Head of Quality, Chief Nurse and Head of Regulation.

The Lead Pharmacist will undertake analysis of these reports from the Service Clinical Leads, challenge service teams on their delivery and determine which additional data are required to assure the Quality Lead that medicines optimisation systems are effective.

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Job Description

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Provide expert medicines management advice on all matters relating to Sexual Health and Dermatology, including situations outside the scope of national protocols, policies and guidelines

- Promote good professional practice for medicines optimisation within the business unit

- Being an active member of the Medication Safety Network

- Establish and maintain effective working relationships with colleagues within the business unit, HCRG Care Group and members of commissioning and provider organisations connected to the business unit's services

- Monitor, analyse, interpret and provide advice on medicines related data, clinical audit and incident reports

- Provide written and verbal reports, accounts and feedback on any work undertaken

- Proactively support services to fulfil the medicines management requirements of the CQC, including developing standard operating procedures (SOPs), clinical guidelines, and supporting services to monitor and review their own performance

- Work with the Quality Lead to identify improvements in medicines safety and medicines optimisation and support their implementation as part of continuous quality improvement

- Ensure that all services understand and implement the organisation's medicines policies

- Attend business unit clinical governance meetings to advise on medicines optimisation requirements

- Chair local medicines optimisation meetings with key frontline staff

- Work with the Region's senior leadership to share best practice across services, promoting consistency and efficiency

- Undertake audits and site inspection visits where required, providing feedback and advice as needed.

- Ensure principles of safe use and handling of medicines and Clinical Governance are built into all aspects of medicines optimisation within the services

- Support all staff to achieve and maintain consistent competencies with regard to Medicines Management

- Support the development and design of audit in prescribing, including the use of controlled drugs

- Support local prescribers in following current, evidence-based, best practice prescribing through local and national guidance

- Plan and organise own day to day work and be prepared to adapt quickly to provide appropriate response to rapidly changing clinical, organisational and professional situations or altered arrangements.

- Work as part of a team to achieve organisational priorities

- Maintain an up to date and full awareness of all key aspects of the role including legislative changes, regulation, national, regional and local publications etc.

- Work within the Standards of conduct, ethics and performance of the General Pharmaceutical council (GPhC) and the Medicines, Ethics and Practice requirements of the Royal Pharmaceutical Society (RPS)

- Be professionally accountable for advice and actions, personally and to other health and care professionals

- Be committed to and responsible for identifying and maintaining own Continuing Professional Development (CPD) and Personal Development Plan (PDP)

Key Internal Relationships

- BU Head

- Quality Lead

- Chief Pharmacist

- Non-Medical Prescriber Lead

- Finance Lead

- Service level Clinical leads

- Regional management team

- Clinical Directorate colleagues, particularly the Head of Quality, Chief Nurse and Head of Regulation and CQC

External

- Commissioners

- Professional and regulatory bodies,

- Referrers

- Patients/service-users

- NHS Community

Other Considerations:

- Flexible working will be considered as long as business needs are met

- Travel to services essential therefore, car driver with full driving license required

- Home working (when not travelling to service) your base will be registered to the

- nearest service location to your home.

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.

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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	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• 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 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.

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- 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.

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HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

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

- Registration as a pharmacist with the GPhC and minimum of 3 years post qualification experience

- Evidence of on-going CPD

- Experience of chairing meetings

- 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

- 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

Desirable

- Previous experience in Hospital and Community Health Care services

- Previous experience in primary care or acute NHS trust pharmacy

- Knowledge of the commissioning process

- Experience of inter-agency working – e.g. Local authorities, CQC, HO etc.

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Employee signature

Manager signature