

Job Title:	Lead Pharmacist - BU14 Essex
Reports to (job title):	Operationally - Head of Services; Quality, Safeguarding and Children in Care Professionally – HCRG Chief Pharmacist
Line Manager to:	N/A

## 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'.

The post-holder is responsible for medicines optimisation on behalf of the Business Unit (BU), working closely with the BU Quality Directorate and Chief Pharmacist to oversee medicines optimisation across the portfolio of children's community services, providing support and guidance, direction and influencing colleagues to ensure organisational and BU medicine optimisation objectives are achieved.

## Role Summary

The post-holder will work across the Business Unit but primarily for those services who prescribe and/or administer medicines i.e. community paediatric service and community children's nursing service. The post holder represents HCRG Care Group Ltd locally and regionally at multi-organisational medicines optimisation meetings e.g medicines safety meetings, ICB Area Prescribing Meetings and regional pharmacy leads meetings, as well as within HCRG Care Group.

The post-holder will provide high-quality specialist pharmacy advice and support to services across the Business Unit, to ensure legal, safe, and effective medicines optimisation, and will influence and support the development of strategy to promote innovation in medicines optimisation. They will work with the Business Unit Operational Director, Head of Service: Quality, Safeguarding and Children in Care, Heads of Service; Clinical Service Managers, and Clinical teams to facilitate appropriate medicines optimisation activities.

The post-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 to the Senior Leadership Team (SLT) and the HCRG Chief Pharmacist that medicines use, and management is safe and effective and will support the Business Unit in the development and implementation of non-medical prescribing.

The post-holder will be expected to work in liaison with the corporate support functions, and in particular with the Chief Pharmacist, Chief Nurse and Head of Quality.

## 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 optimisation and management advice on all matters relating to children's community healthcare, including situations outside the scope of national protocols, policies, and guidelines
- Promote good professional practice for medicines optimisation within the Region
- Participate as an active member of the Eastern Regional Medicines Safety network, as well as the Organisational network, disseminating safety information and learning to colleagues within the Business Unit and to Pharmacy Lead colleagues within HCRG
- Establish and maintain effective working relationships with colleagues within the Business Unit (BU) and wider HCRG Care Group members, as well as local Health and Care Partners.
- Monitor, analyse, interpret, and provide advice and support on medicines related data, clinical audit, and incident reports
- Provide written and verbal reports, accounts and feedback on any work undertaken for discussion at BU Quality & Safety meetings, BU Professional Leads Meetings and HCRG Medicines Optimisation Governance meetings
- Work with the Chief Pharmacist and BU Quality Leads to proactively support services to fulfil the medicines management requirements of the CQC and Home Office (HO), including developing Standard Operating Procedures (SOPs), and clinical guidelines, and supporting services to monitor and review their own performance
- Work with the Head of Service: Quality, Safeguarding and Children in Care, and the HCRG Chief Pharmacist, 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 Clinical Governance meetings to advise on medicines optimisation requirements as required.
- Chair and have responsibility for Community Paediatrics Prescribing Meetings and report preparation for that meeting.
- Undertake audits and site inspection visits where required, providing feedback, advice, and support 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.
- Work with the BU Operational Service Managers support service staff to achieve and maintain consistent competencies with regard to Medicines Management.

- Support the development and implementation of non-medical prescribing, including electronic prescribing via EPMA systems in collaboration with local acute trusts.
- Support the local Non-Medical prescribers in following current, evidence-based, best practice prescribing through local and national guidance.
- Provide prescribing analysis to clinicians and service leads, using ePACT and SystmOne, for the purposes of prescribing cost analysis and quality of prescribing.
- Contribute to the development and review of national HCRG medicines policies and Medicines Safety Audit, Training modules, and quality outcomes from the HCRG Medicines Optimisation Strategy.
- Work collaboratively with the Business Unit and HCRG Flu Leads to provide the annual Peer-to-Peer flu vaccination programme.
- Work independently and be self-directed, with ability to organise and prioritise you own workload, but also work as a team both within the Business Unit Quality Directorate and with pharmacist colleagues across the organisation to achieve BU and organisational priorities.
- Support collaborative working on pertinent medicines & pharmacy related issues across the ICS through engagement with a wide range of stakeholders.
- Be prepared to adapt quickly to provide appropriate response to rapidly changing BU clinical, professional, and organisational situations or altered arrangements.
- 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

- Head of Business Unit (Director of Operations)
- BU Head of Service: Quality, Safeguarding and Children in Care
- BU Quality Leads
- BU Heads of Service
- Clinical Lead, Community Paediatricians
- Community Children's Matron
- Flu Co-ordinator
- Non-Medical Prescribers

- HCRG Chief Pharmacist
- HCRG Lead Pharmacist colleagues
- HCRG Chief Nurse
- HCRG Head of Quality

## Key External Relationships

- ICB Medicines Optimisation team
- ICB Chief Pharmacist
- 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 across Essex

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

- Inspire
- Understand

### Think

- Challenge
- Improve

### Do

- Accountability
- 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 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, 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 flourish. 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)
- Minimum of 3 years post qualification experience
- Postgraduate qualification in clinical pharmacy or equivalent additional experience
- Evidence of on-going CPD
- Previous experience in Primary Care or 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.
- Able to work under pressure
- 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 chairing meetings and producing associated reports and action plans
- Experience of SystmOne Software
- Experience of the NHS Electronic Prescription Service (EPS)
- Experience of NHSBSA prescriber registration process and prescription form ordering processes
- Knowledge of ePACT data reporting
- Experience of paediatric services
- Experience of acute trust pharmacy services
- Understanding of the NHS and political environment

## 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.

Employee signature

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Manager signature

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