#### JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Clinical Pharmacy Manager**

**Band: 8b**

**Reports to: Integrated Pharmacy Services Lead**

**Department / Directorate:**  **Pharmacy / Specialist Services**

**2. JOB PURPOSE**

To lead and develop clinical pharmacy services across the Trust. This includes:

* Contribute to the strategic development of the clinical pharmacy services, both acute and community, as a member of pharmacy leadership team
* Leadership, management and development of clinical pharmacists including advanced roles for pharmacists, including non-medical prescribers
* Leadership, management and development of Patient Services Clinical Pharmacist, including the development of Pharmacy Medicines Management Technician roles and Dispensary services
* Support the development of clinical guidelines and policies relating to pharmaceuticals across the Trust
* Lead and support research, quality improvement and audit relating to clinical pharmacy across the Trust
* Support training and education for undergraduate pharmacists, pre-registration pharmacists, Band 6 rotational pharmacists

**3. DIMENSIONS/ KEY WORKING RELATIONS**

Pharmacy Senior Management team and multi-disciplinary team within department

Clinical pharmacists / Patient Services Clinical Pharmacist

Community Services Clinical Pharmacy Manager and community-based team

Pre-registration pharmacists & undergraduates

Lead for on-call pharmacy team

Clinical leads, cluster managers, site management team, senior nurses and project management across the Trust.

Regional clinical pharmacy manager’s network

Education partners, e.g. regional teams including South West Medicines & Information Teams and universities including University of Exeter Medical School

1. **ORGANISATIONAL CHART:**

**See over page**





**5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Clinical Pharmacy Services**

1. Manage the provision of ward based Clinical Pharmacy Services, including the development and monitoring of standards for its delivery and key performance indicators at all service levels in the Trust.
2. Ensure clinical pharmacy services throughout the Trust are delivered consistently to the required standards and the service provides medication safely and cost-effectively.
3. Be responsible for the leadership and management of all clinical pharmacists (excluding rotational pharmacists) to ensure consistent and efficient service delivery to the required standards.
4. Be responsible for developing clinical pharmacy services to meet the changing needs of the Trust and develop business cases for any clinical pharmacy developments.
5. Ensure clinical pharmacy services interface effectively with core pharmacy services including working in partnership with ward-based medicines management technicians and supporting development of dispensary activities with the Patient Services Clinical Pharmacist.
6. Be a member of the Trusts Medicines Management Group and play a key role in the delivery and monitoring the effectiveness of the Medicines Management Policy and related policies across the Trust.
7. Work in collaboration with the Integrated Pharmacy Services Lead and Medication Safety Officer to review and develop the Trusts Medicines Management Policy and other polices as deemed necessary.
8. Provide clinical ward-based services to any speciality area in the trust on a required basis in order to provide service sustainability.
9. Promote awareness of and monitor compliance with the Trust New Drugs Group decisions including the promoting the current content of the formulary, clinical guidelines, NICE guidelines and policies.
10. To assist medical and prescribing nursing staff to adjust prescribing practices in line with the evidence base & local formulary requirements.
11. Ensure clinical practice is evidence based, shared, and patient focused.
12. Prepare and deliver reports to trust groups that provide clear information, recommendations and action plans about medicines issues impacting on the trust.
13. To undertake risk assessments and implement risk reducing measures where appropriate, to review and update safe systems of work on a regular basis.
14. Ensure that the Integrated Pharmacy Services Lead is made aware of any circumstances that would, or may, compromise safe standards of clinical practice.
15. Ensure an on-call service is provided that meets the need of the Trust and that weekend and bank holidays services are planned and delivered in accordance with operational plans

**Service Development**

1. To work collaboratively with other Clinical Pharmacy Managers across the region or nationally to benchmark services and identify opportunities for improvement and development
2. To support and deliver appropriate audit, quality improvement or research related to clinical pharmacy services, implementing outcomes, encouraging presentation and publication
3. Support and contribute to project work / MDT-based projects as needed by the wider Trust
4. To develop and co-ordinate pharmacy related clinical research programmes encouraging all staff to participate

##### Financial Management

1. Identify possible cost reduction and/or efficiency initiatives in medicines usage, without adversely affecting the quality of the service provided.
2. Actively contribute to the pharmacy cost improvement program and support cost-effective changes to prescribing at the clinical interface ensuring medicines at transfer of care are accurate and available
3. Actively contribute to identifying efficiency savings in service provision across the trust.
4. Ensure that the clinical team are fully engaged with the local and national commissioning agenda and support the introduction of different ways of working, including homecare schemes, free of charge schemes and Early Access to Medicines Schemes.
5. Develop business cases for clinical resources including staffing and IT resources for supporting ward based activity.
6. Manage the development, production & communication of speciality monthly financial medicines usage reports ensuring the clinical pharmacists meet regularly to share with Cluster Managers, Clinical Leads and Divisional Business Managers.

**Education and Training**

1. Be responsible for organising and monitoring the training of all clinical pharmacists and co-ordinating post-graduate training within pharmacy.
2. Ensure all senior clinical pharmacists provide training and regular competency-based assessments to rotational pharmacists in their area of expertise.
3. Be responsible for ensuring all clinical pharmacists achieve the appropriate competence through application of an agreed framework.
4. Mentor clinical and post-graduate clinical diploma pharmacists as necessary and support staff with their professional revalidation, encouraging peer discussions and regular reflection.
5. Manage Pre-registration Pharmacists Tutors in line with GPhC regulations and the South West Regional Training Scheme.
6. Co-ordinate provision of all other training undertaken to other multi-disciplinary teams including the University of Exeter Medical School and related programmes.
7. Ensure all managed staff are provided with clear objectives and personal development plans and are appraised at least annually.

**Miscellaneous and Other Duties**

1. Support the Integrated Pharmacy Services Lead in ensuring integration of clinical and supply services.
2. Produce agreed activity and performance reports on a quarterly basis.
3. To participate in other duties appropriate to grade at the request of the relevant manager.
4. To participate in flexible working arrangements including late duties, bank holidays and on call as appropriate. Please note that in order to deliver a high standard of care to patients the Pharmacy service operates 7 days a week and staff are therefore required to work some weekends as part of their contracted hours.

**Other Responsibilities:**

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

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 pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**PERSON SPECIFICATION**

**POST: Clinical Pharmacy Manager**

**BAND: 8b**

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| --- | --- | --- |
| **REQUIREMENTS** | **At**  **Recruitment** | **At 2nd KSF**  **Gateway** |
| **QUALIFICATIONS / TRAINING**  Degree in Pharmacy (MPharm or equivalent)  Membership of General Pharmaceutical Council  Postgraduate clinical specialist knowledge acquired through diploma level training or equivalent.  Management Training/ qualification  Membership of RPS or working towards Faculty | E  E  E  E  D | E  E  E  E  D |
| **KNOWLEDGE / SKILLS**  Understanding of hospital pharmacy systems  Understanding of primary care pharmacy systems & interface  Excellent current knowledge of best pharmacy practice  Excellent interpersonal skills across all grades of staff  Excellent mentoring skills  Leadership skills  Change management experience | E  E  E  E  E  E  E | E  E  E  E  E  E  E |
| **EXPERIENCE**  Extensive clinical pharmacy experience across a range of specialities  Experience of managing staff across a variety of grades  Experience of managing a service across a variety of grades  Evidence of implementing service change  Evidence of practice research  Evidence of audit & quality improvement programs  Evidence of successful implementation of medicines management initiatives  Extensive experience of communication with prescribers, nursing staff and other MDT staff | E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E |
| **PERSONAL ATTRIBUTES**  Creative thinker  Flexible  Good team worker and organiser of others  Ability to think clearly and work effectively under pressure  Commitment to modernisation challenge | E  E  E  E  E | E  E  E  E  E |

\* Essential/Desirable

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| **Hazards within the role, used by Occupational Health for risk assessment** | | | | | |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids |  | Dusty environment |  | VDU Use | √ |
| Radiation |  | Challenging Behaviour |  | Manual Handling | √ |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Handling Cytotoxic Drugs | √ |  |  |  |  |