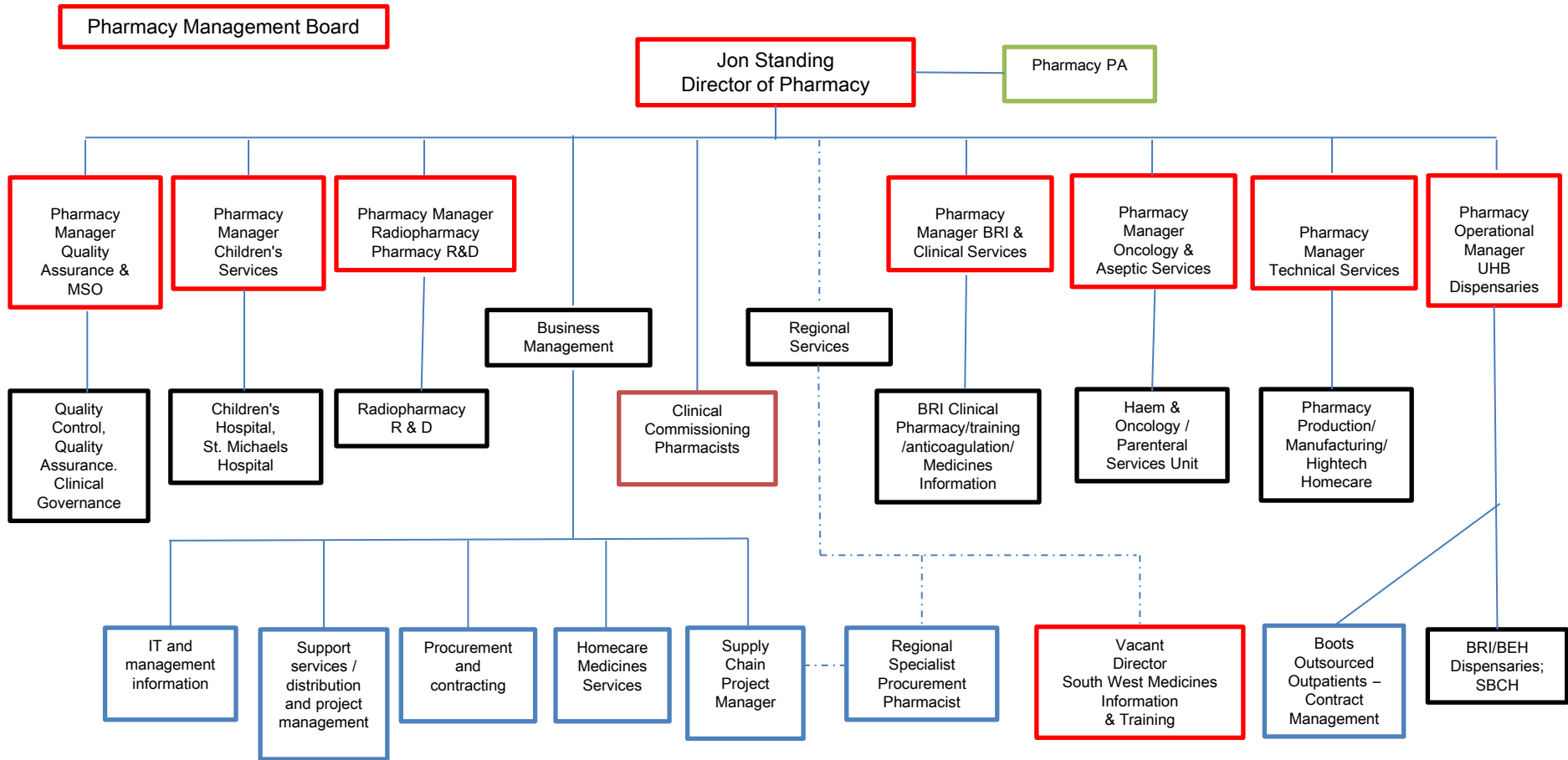


Pharmacy Management Organisational Chart

May 2018



JOB DESCRIPTION

TITLE:	Director of Pharmacy
LOCATION:	Pharmacy, based at Bristol Royal Infirmary
REPORTS TO:	Divisional Director, Division of Diagnostics and Therapies
ACCOUNTABLE TO :	Medical Director, University Hospitals Bristol NHS Foundation Trust
ACCOUNTABLE FOR:	All staff within the UHBristol Pharmacy and regional services hosted by UHBristol
LIAISES WITH:	<p>Internally Executive Directors, Clinical Chairs and Divisional Directors, consultant medical staff, senior nurses and managers trustwide, Diagnostics and Therapies Divisional Board and heads of service, finance, commissioning, performance and clinical quality leads.</p> <p>Externally Commissioners (CCG and NHS England Specialised Commissioning), other local Acute and Mental Health trusts, NHS England and Department of Health, South West Regional Pharmacy Services, education providers, relevant networks, and outsourced service managers.</p>

SERVICE OVERVIEW

UH Bristol has over 1000 beds, and tertiary specialties include oncology, haematology, paediatrics, bone marrow transplant, cardiology, cardiac surgery and ophthalmology.

The medicines expenditure is currently in excess of £75m, and the Pharmacy service is provided by approximately 200wte staff.

The trust Pharmacy provides the standard broad range of medicines optimisation services and includes:

- four dispensaries (two registered with the GPhC)
- a 'specials' and 'investigational medicinal product' licensed technical services facility (Production Unit)
- a 'specials' licensed Radiopharmacy that provides services to local Trusts
- an aseptic dispensing facility providing chemotherapy and parenteral nutrition
- MHRA WDA(H) licensed medicines supply
- an anticoagulant dosing service for primary care patients

- clinically focussed pharmacy services including a consultant pharmacist and numerous pharmacist prescribers
- research support through a dedicated Pharmacy trials unit

The outpatients dispensing service is outsourced to an on-site branch of Boots PLC.

Three regional pharmacy services are hosted within pharmacy, these being South West Medicines Information, Pharmacy Training and Pharmacy Procurement.

JOB PURPOSE

The Director of Pharmacy:

- Has leadership and management accountability for the delivery of pharmacy services
- Has accountability for clinical governance within the pharmacy service and delivery of services in accordance with legislative and professional regulatory requirements
- Provides professional leadership and advice and (delegated from the Trust Board) has corporate responsibility across the Trust for all aspects of medicines optimisation, including associated professional standards and Department of Health, NHS England and NHS Improvement requirements and performance management metrics.
- Provides professional advice to the Chief Executive and other Executive Directors to include strategic planning and service development
- Provides professional leadership for the pharmaceutical services provided to external customers, and have oversight of any medicines optimisation services provided by external companies for UH Bristol patients.
- Is accountable for the development of strategic plans for the pharmaceutical service to ensure services provided are progressive, responsive to internal and external demand, are patient focused, safe, efficient and effective.
- Is accountable for the audit of all aspects of the pharmacy service against agreed standards, for the co-ordination and implementation of research and development activity in medicines, and for teaching relevant to pharmacy practice.
- Is responsible for the educational development and wellbeing of the pharmacy workforce
- Is responsible for good financial control of pharmacy service budgets and medicines expenditure
- Is responsible for medicines optimisation collaborative engagement with other healthcare providers

MAIN DUTIES AND RESPONSIBILITIES

The post holder will:

Professional Accountabilities

- P1 Undertake all the roles and responsibilities of the Superintendent Pharmacist as required by all applicable legislation, including the Human Medicines Regulations 2012.
- P2 Ensure that all pharmacy practice, including their own, is within the boundaries described within the Professional Standards of the General Pharmaceutical Council and latest version of the Medicines, Ethics and Practice issued by the Royal Pharmaceutical Society of Great Britain (RPSGB).
- P3 Ensure that all practice relating to medicines optimisation throughout the trust complies with the current legislative framework and, where practice is found to be non-compliant, this is addressed through the relevant trust processes.
- P4 Ensures that the Pharmacy meets the regulatory requirements of the General Pharmaceutical Council and the Royal Pharmaceutical Society Hospital Pharmacy Standards.
- P5 Ensure that the requirements of Good Manufacturing Practice and Good Laboratory Practice are complied with such that the Trust retains all statutory licenses it requires for its pharmaceutical manufacturing facilities.
- P6 Ensure that the requirements of Good Distribution Practice are complied with, fulfilling the role of Responsible Person in accordance with EC Guideline 343/01, such that the trust retains all statutory licenses it requires to support the services it provides both within the trust and to other healthcare providers inside and outside of the NHS.
- P7 Ensure that Controlled Drugs legislation is met and that the Home Office Controlled Drugs Licence is retained.
- P8 Provide professional leadership and support to the 'Regional Pharmacy Specialist' services based within the trust, and ensure they retain the independence from trust based activities they need to deliver and develop.
- P9 Undertake the role and responsibility of Preregistration Manager as detailed by the General Pharmaceutical Council for the training of preregistration pharmacy graduates in UHBristol
- P10 Ensure trust-wide compliance with Department of Health guidance on the management of homecare medicines.

- P11 Oversee trust-wide implementation of NHS England medicines commissioning policies and the statutory requirements of guidance from the National Institute of Health and Care Excellence.
- P12 Ensure that medicines optimisation is a Trust priority, focusing upon patient safety, clinical effectiveness (and cost-effectiveness) and patient experience with regard to the use of medicines.
- P13 Ensure effective collaborative medicines optimisation with local healthcare providers and networks including the Academic health Science Network and Sustainability and Transformation Partnership.

Strategic Management

- S1 Contribute to the development and review of the pharmacy, division and trust strategic plan.
- S2 Contribute to the development and delivery of a strategic plan for medicines management and medicines optimisation across the Sustainability and Transformation Partnership local health economy.
- S3 Develop and maintain a strategic vision for the pharmacy service that is consistent with the strategic direction of the NHS and Trust strategic plan.
- S4 Ensure that the Pharmacy strategic vision is shared with and owned by Pharmacy staff.
- S5 Ensures that patient care and patient focus is at the core of the Pharmacy service and applies any opportunities to involve patients and the public in design and delivery of pharmacy services.
- S6 Interpret clinical/professional policies, relevant standards and NHS guidance to ensure that both the pharmacy and relevant components of the trust strategic plans are appropriately updated.
- S7 Advise the Divisional Board of the impact of the strategic plans and trust developments where there are implications for either the pharmacy service itself or the medicines optimisation agenda.
- S8 Build working relationships with senior staff and executives within and outside the Trust (including consultant medical staff, NHS England and Primary Care Organisations) to realise opportunities and benefits to the health economy that are available from collaborative working.
- S9 Maintain up to date knowledge of NHS medicines policy and commissioning, advising Trust leadership teams with regard to the most appropriate actions with regard to safe and effective use of medicines.

- S10 Develop, contract, oversee and performance manage outsourced services where appropriate, including the outsourced outpatients dispensing service.
- S11 In accordance with overall professional guidance and NHS policy, ensure compliance with clinical governance standards in medicines management and medicines optimization across the Trust.
- S12 Fulfills role as Divisional Board member for the Division of Diagnostics and Therapies.
- S13 Fulfills role on the Trust Clinical Quality Group, ensuring that relevant Pharmacy service and medicines optimisation issues are addressed.
- S14 Plans and delivers digital developments in line with NHS policy, legal requirements and Trust strategic direction.
- S15 Implement the strategic direction identified in the Lord Carter report (Operational productivity and performance in English NHS acute hospitals: Unwarranted variations; Feb 2016) and detailed in the UHBristol Hospital Pharmacy Transformation Plan
- S16 Ensure that the digital strategy in Pharmacy is fully integrated with the trust strategy and delivers all necessary mandatory requirements and service improvements.

Service Planning

- SP1 Develop and agree an annual operating plan for the pharmacy service.
- SP2 Where appropriate, ensure users of the pharmacy service, both internal and external to the trust, are involved in developing service level agreements.
- SP3 Ensure any pharmacy service or medicines optimisation implications arising from business plans within other services are fully agreed, and where necessary appropriately resourced.
- SP4 Ensure pharmacy staff are aware of the objectives set for pharmacy staff within the annual service plan.
- SP5 Manage the financial and workforce impacts of the delivery of the annual operating plan.
- SP6 Meet the trust performance management framework to monitor the delivery of the annual business plan.

Operational Management

- OM1 Provide professional pharmaceutical and management leadership to the pharmacy service to meet current statutory obligations.
- OM2 Deliver, through the pharmacy management board, the active management of all aspects of pharmacy services, making optimal use of resources available.
- OM3 Work with key stakeholders to address issues relating to pharmacy service provision or the wider medicines optimisation agenda.
- OM4 Actively participate in trust-wide issues outside of the pharmacy and medicines optimisation arenas as required.
- OM5 Identify, evaluate and seek to implement innovative service developments in support of the transformation agenda.
- OM6 Ensure the pharmacy service remains responsive to the needs of patients and improves patient experience with regard to medicines.
- OM7 Deliver contract management and performance management of any outsourced services including the outsourced outpatient dispensing service.
- OM8 Be responsible to the Trust Board for the regionwide Pharmacy services based in UHBristol, presently the South West Medicines Information and Training Unit and the Regional Pharmaceutical Procurement Specialist.
- OM9 Provide guidance to the Home Enteral Tube Feeding Service and Hightech Homecare Service.

Financial Management

The post holder has direct managerial accountability for the Pharmacy pay and non-pay budget. The post holder also has financial control accountability for medicines purchased, stored and distributed within and through the trust. The post holder, through the staff and structures provided, is expected to exert influence and control over the use of medicines to ensure clinical and cost effectiveness.

- F1 Manages pharmacy pay and non-pay budget to ensure they operate within allocated resources.
- F2 Ensure the economical purchasing, appropriate storage and distribution of pharmaceuticals in accordance with good medicines management practice, Trust Standing Financial Instructions and relevant 'value for money' initiatives.
- F3 Monitor drug usage and expenditure and provide pharmaceutical advice to enable informed decisions to be taken on appropriate and effective drug therapy within given resources.

- F4 Lead the Trust Medicines savings workstream responsible for identifying, implementing and monitoring risk assessed efficiency improvement initiatives in medicines usage.
- F5 Ensure cost pressures are identified, both in terms of pharmacy service and medicines, and ensure advice is provided on the full range of options for dealing with them.
- F6 Ensure that the Pharmacy Trust Fund donations and payments fall within the scope of the charitable fund.
- F7 Ensure that all relevant CQUINs are well managed and deliver maximum returns.

Clinical Governance

- C1 Deliver the medicines optimisation component of clinical governance within in the Trust, meeting the requirements of the regulators (including Care Quality Commission and NHS Improvement), including associated standards related to pharmaceutical services and the use of medicines.
- C2 Actively involve the pharmacy department and its staff in the delivery of Clinical Governance. This will include participation in Clinical Governance activities at department, directorate and trust level.
- C3 Facilitate effective medicines management in the Trust and local health economy through formal committee structures, with involvement in the following committees:

Clinical Quality Group	Member
Medicines Governance Group	Chair
Medicines Advisory Group	Chair
BNSSG Drugs and Therapeutics Committee	Member
NICE Commissioning College	Member
- C4 Implement and monitor national initiatives and directives, such as NICE and NHS England policy and guidance.
- C5 Represent UHBristol where required in work programmes of stakeholder organisations such as the Sustainability and Transformation Partnership, Academic Health Science Network, Clinical Networks, Clinical Senate or similar bodies.
- C6 Ensure errors, complaints and incidents are managed within the Trust’s guidelines. For incidents relating to medicines, to ensure they are monitored by the Medicines Governance Group.

- C7 Ensure pharmacy services are equipped to pro-actively influence safe and cost-effective drug therapy in conjunction with clinical staff. This requires that practice is evidence based and staff appropriately trained. Pharmacy has a specific accountability for providing a risk assessment on the use of 'unlicensed' medicinal products.
- C8 Ensure that user views are accounted for in the planning and implementation of service delivery.
- C9 Ensure the proactive management of the Pharmacy risk register.
- C10 Ensure that audit processes address legal, professional and service requirements and that action points are identified and implemented.
- C11 Ensure active participation in trust-wide clinical audit, promoting the value of multi-disciplinary audit. Ensure the audit cycle is completed, especially where action points are identified.
- C12 Promote research and development activity in medicines optimisation.
- C13 Ensure all clinical trials involving medicines within the trust are fully compliant with legislation and currently accepted 'best practice'.
- C14 Provide Pharmacy input to the Research Ethics Committee where appropriate.
- C15 Ensure teaching is delivered at the necessary standard where required with regard to pharmacy professional practice and medicines optimisation, both within the Pharmacy service and to relevant multidisciplinary groups at both undergraduate and postgraduate levels.
- C16 Ensure the risk management agenda is comprehensively addressed within pharmacy. These issues include areas such as:
 - Health & Safety at Work – including manual handling and fire training
 - COSHH – many of the medicines and raw materials used in everyday practice within pharmacy are hazardous
 - Use of equipment – both to protect the member of staff and ultimately the patient, especially where the equipment is used to produce or test a medicinal product
 - Infection Control
 - Product Liability

Human Resources

The post holder is managerially accountable for approximately 200 wte staff.

- H1 Accountable for the direct management of the pharmacy management team and, through them, for all staff within pharmacy.

- H2 Responsible for ensuring that good HR practices are applied including application of all agreed trust policies and procedures.
- H3 Accountable for the development of the pharmacy workforce.
- H4 Continually review skill mix to meet service needs and professional standards in force at the time.
- H5 Recruit, develop and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the pharmaceutical service and achievement of the pharmacy operating plan/Trust corporate objectives. This means as a minimum:
A robust recruitment process compliant with trust policy
An induction program
Ensures that staff have adequate clinical supervision/mentorship
An annual appraisal
An agreed personal development plan that reflects both the needs of the trust, to deliver its objectives, and the longer term goals of the member of staff
Proactive checking of registration and compliance of staff with any mandatory CPD requirements imposed by relevant professional bodies.
- H6 Foster a culture of life long learning, to include provision for post-registration education, continuing professional education/development and vocational training of staff within pharmacy.
- H7 Ensure systems are in place to identify poor performance of any type and that any individuals identified are appropriately supported and managed within trust policies.

Personal Development

- PD1 Continual professional development applies equally to this post.
- PD2 The personal development plan (PDP) for the post holder will clearly identify those components that are essential to maintaining professional networks as well as other developmental needs arising from changes to the NHS and profession.
- PD3 Performance appraisal and the PDP will be undertaken by the Divisional Director for the Diagnostics and Therapies Division.
- PD4 It is expected that the post holder will actively participate in those professional networks of direct relevance to Pharmacy management in acute sector teaching hospitals.

General Information:

The Trust's Values

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

In line with the NHS Constitution, all healthcare providers, registered medical practitioners, nurses and other registered health professionals have a duty of openness, honesty and transparency (candour).

Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust's mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.

*Delivering best care, Improving patient flow, Delivering best value,
Renewing our hospitals, Building capability, Leading in partnership.*

These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

University Hospitals NHS Foundation Trust is 'Smoke Free'. Smoking or tobacco is not permitted on any of our hospitals sites.

Safeguarding Children and Vulnerable Adults

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 1998.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System
- Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Health and Wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Job Description completed/reviewed by:

Managers name: Fiona Jones, Divisional Director

Date: 9.5.17

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

PERSON SPECIFICATION

~ Director of Pharmacy ~

Education and Qualifications		Essential	Desirable	To be evidenced by*
Q1	Relevant first degree - 4 year masters or equivalent	✓		A
Q2	Registration with the General Pharmaceutical Council	✓		A
Q3	Membership of the Royal Pharmaceutical Society of Great Britain (RPSGB) MRPharmS	✓		A
Q4	Post-graduate qualification relevant to hospital pharmacy practice		✓	A
Q5	Management qualification relevant to the NHS		✓	A
Q6	Evidence of Commitment to Continuing Professional Development	✓		A / I
Q7	Evidence of Medicines Optimisation Expertise	✓		A / I

Knowledge and Experience		Essential	Desirable	To be evidenced by*
E1	Significant and substantial experience within a hospital pharmacy environment	✓		A
E2	Significant recent experience in a leadership role within hospital pharmacy	✓		A
E3	Significant recent experience as either a Chief Pharmacist of a large district general or Deputy Chief Pharmacist at a Teaching Hospital	✓		A
E4	Business Planning with Project and Financial Management	✓		A / I
E5	Human Resource Management	✓		A / I

E6	Experience within both clinical and technical areas of pharmacy practice	✓	A / I
E7	Interpretation of data	✓	A / I
E8	Commissioning engagement	✓	A / I
E9	Demonstrate an understanding of current pharmacy / NHS issues	✓	A / I

Skills and Abilities		Essential	Desirable	To be evidenced by*
S1	Leadership	✓		A / I
S2	Negotiation	✓		A / I
S3	Oral Communication	✓		I / P
S4	Written Communication	✓		A / P
S5	Prioritisation and time management	✓		A / I
S6	Multi-disciplinary team working	✓		A / I
S7	Teaching		✓	A
S8	Research		✓	A
S9	Audit	✓		A / I

Behaviours and Values	Essential	Desirable	To be Evidenced by*
B1 – Respecting Everyone	✓		I
B2 – Embracing Change	✓		I
B3 – Recognising Success	✓		II
B4 – Working Together	✓		
Public Sector Language Competency Be able to speak fluent English to an appropriate standard.	✓		I

*
A = Application Form
I = Interview
P = Presentation
T = Test