

# Working for NHS Borders



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## [The Scottish Borders Guide – Scotland Info Guide](#)

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## Section 1: Welcome from NHS Borders Pharmacy Services

Thank you for your interest in the Lead Pharmacist – Primary and Community Care post within NHS Borders.

An exciting opportunity has arisen for a forward thinking and enthusiastic pharmacist to provide professional and clinical leadership to primary and community pharmacy services across NHS Borders. With a base in the pharmacy department at Borders General Hospital you will work in an integrated team of senior pharmacists and technicians, and with pharmacy contractors, the Pharmacy Champion and partners such as the Borders Addiction Service, Public Health and Health and Social Care. This is a unique opportunity to bring your ideas and influence to our primary and community pharmacy services and enable us to focus on patient centred care and health improvement-two key corporate objectives for NHS Borders.

Achieving excellence in Pharmaceutical Care is the Strategy for NHS Borders. The clinical teams have ambitious yet realistic objectives as a team to enable us to deliver:

1. Improve NHS pharmaceutical care
  - Improvements to NHS pharmaceutical care services across Scotland
  - Delivering safer use of medicines for the people of Scotland
2. Enabling NHS pharmaceutical care transformation
  - Ensuring capability and capacity by further developing the pharmacy workforce
  - Developing a digitally enabled infrastructure
  - Planning and delivery requirements for sustainable NHS pharmaceutical care services

NHS Borders is a small health board and we firmly believe that we are in a unique position to be able to deliver on the Achieving Excellence in Pharmaceutical Care Strategy. Investment in our technical workforce's training and development is the first stage in the transformation of our pharmaceutical services. Our close working relationship between primary care, secondary care and community pharmacy services will enable close collaborative working and the ability to take forward transformational change across all sectors of pharmacy. We are mindful of the challenges that the pharmacy profession face in tackling quality improvement, research and development projects so have produced a NHS Borders Research Plan to support and encourage all pharmacy staff to flourish in this area.

We now require an experienced pharmacist who can demonstrate a high level of therapeutic knowledge, practical skills and diverse experience with a clear understanding of the issues involved in leading a high quality patient-centred pharmaceutical care service across a mixed rural and urban area. Good team working and interpersonal skills are essential along with the ability to provide professional leadership to take forward service development and transfer strategy into reality to ensure the continued success and response of our service to the changing, and challenging, healthcare environment

Alison Wilson  
Director of Pharmacy



## Section 2: NHS Borders Value into Action

NHS Borders has introduced Values Based Recruitment, which means that we not only recruit employees based on their qualifications and experience - we recruit individuals who possess (and are able to demonstrate) the behaviours which underpin the core values of our organisation. Patients are at the centre of everything we do and our priority is to ensure they are safe, cared for efficiently and effectively by suitably experienced and qualified staff. We can bring our values to life in our everyday tasks by giving a smile; making time for people; challenging ourselves and others, and being open to new ideas.

Our Values are:

- Dignity and Respect
- Care and Compassion
- Openness, Honesty and Responsibility
- Quality and Teamwork

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

## Section 3: General Information for Candidates

### Data Protection Act

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Borders Staff Privacy Notice, found at (ADD). For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

### Counter Fraud

NHS Borders is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

More detail on this responsibility is on NHS Borders intranet (Fraud Page on the Finance micro site <http://intranet/microsites/index.asp?siteid=124&uid=27>) and further information is available on the Audit Scotland website

### References

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.



## Changes to Disclosure and Rehabilitation Regime

In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. The rules are complicated, so it is important you read the guidance below as part of making your application.

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership
- For all other posts which are subject to a criminal conviction record check – A Police Act check
- For posts not subject to a criminal conviction record check – A self-declaration

### Disclosure Scotland

Where a Police Act Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check.

### Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: <https://www.gov.uk/browse/visas-immigration>

### Overseas Registration and Qualifications

NHS Borders will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

### Job Interview Guarantee Scheme

As a Disability Confident Employer we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

### Terms and Conditions

For an overview of our Agenda for Change terms and conditions please click on this link: [www.msg.scot.nhs.uk](http://www.msg.scot.nhs.uk)

**Annual leave:** 27 days rising to 29 days after 5 years' service then rising to 33 days after 10 years' service per annum pro rata

**Public Holidays:** 8 days per annum pro rata on dates designated by NHS Borders

### Travel Expenses

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

### Application Form Completion

The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for. (1500 is the character limit for statement in support of application.)

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.



Please note for equal opportunity purposes NHS Borders do not accept CV's as a form of application.

### **NHS Staff Benefits**

As a staff member in NHS Borders, you will have access to a wide variety of offers and discounts from local and national businesses. For more information and to view these discounts, visit <https://healthservicediscounts.com> or [www.bluelightcard.co.uk](http://www.bluelightcard.co.uk)- new offers are added on a weekly basis.

### **Payslips**

All NHS Borders employees will receive a payslip to their department/base. Salaries are paid into bank accounts on the second last working day of the month. Payslips are available electronically and you should contact the Payroll Department to discuss this option.

## **Section 4: Delivering our Services in NHS Borders**

### **Borders General Hospital**

The Borders General Hospital is situated on the outskirts of Melrose. It opened in 1988 and is the only district general hospital servicing the Borders Region. The hospital has approx. 284 beds and 1700 staff. It is well equipped providing the full range of District General Hospital services.



Organisational  
Objectives.pdf

### **Organisational Objectives Link:**

### **Primary & Community Services**

Primary and Community Services (P&Cs) includes all Primary Care and Community Services provided by NHS Borders and the Independent Primary Care Contractors (excluding mental health, learning disabilities and maternity services). We employ approximately 675 staff, based in the 24 Health Centres, two GP owned premises and five community and day hospitals. There are community hospitals facilities in Hawick; Peebles; Duns and Kelso. There are 92 beds and approximately 22-day hospital places. We also manage community nursing services, therapy services, sexual health services and the community dental service, as well as the contracts for GPs, dental and optometry.

**Links:** [Hawick Community Hospital](#), [Hay Lodge Community Hospital](#), [Kelso Community Hospital](#) [Knoll Community Hospital](#)

### **Mental Health Service**

With approximately 350 staff, NHS Borders Mental Health Service works across all age groups to provide assessment and treatment in a variety of settings. Services include community mental health teams, community day services, specialist drug and alcohol team, child and adolescent and in-patient services. These services are based in the towns throughout the Scottish Borders.

We work closely with partner agencies to deliver more integrated care to individuals, and several services are jointly managed with Scottish Borders Council.

### **Learning Disabilities Service**

The Scottish Borders Learning Disability Service is a joint Scottish Borders Council and NHS Borders service that provides a range of specialist social care and health services for people with a learning disability. The service is co-located within Scottish Borders Council's Social Work Department and comprises of two Community Learning Disability Teams, an Assertive Outreach Team and Day Support



Services.

For more information on the full range of clinical services provided by NHS Borders, visit our website [www.nhsborders.scot.nhs.uk](http://www.nhsborders.scot.nhs.uk)

## Section 5: Working in the Borders

*We think the Scottish Borders is the best place to live and pursue a professional career in the Health Service. With a revenue budget of over £190m, NHS Borders is responsible for the health of a population of over 114,030 people across the Scottish Borders area.*

The Scottish Borders covers a large and scenically beautiful area of the Southern Uplands of Scotland. Predominately rural, it is historically a unique part of the country, the home of the Border Reivers, where annually each town maintains its links with the past during the season of Common Ridings. Seven-a-side rugby originated in Melrose, and the Melrose event in particular draws large crowds each year. The Scottish Borders has tremendous facilities for sport and leisure.

Glentress and Innerleithen mountain bike parks are world renowned for both cross country and downhill biking. The beautiful Berwickshire coast provides options for sea kayaking, surfing, diving and sea fishing. In addition, there are facilities for fishing, golf, swimming, horse riding, cricket, football, hiking and many other activities.

Excellent cultural opportunities in terms of music and art societies, drama, and small theatres in Melrose and Selkirk as well as amateur opera; there are excellent restaurants, cinemas and shops. Excellent Fitness Centre in Galashiels and other Scottish Borders towns. There is a purpose-built nursery in the grounds of the hospital.



The Scottish Borders offers all the benefits of rural life with very easy access to major cities such as Edinburgh (37 miles) Glasgow (75 miles) Newcastle (75 miles). Edinburgh is renowned for its cultural activities in music, including opera and ballet, theatre, cinemas (including a film theatre) and visual arts, and of course every year there is the world-famous Edinburgh International Festival and Fringe Festival. Local transport links have improved greatly in the last year or so.



After an absence of almost 50 years, the Borders Railway has now opened, with train services to central Edinburgh running every thirty minutes (journey time 55 minutes approx.). Tweedbank Railway Station is a short walk from the BGH. Galashiels Railway Station is a few minutes' walk from Galashiels Health Centre.

There are rail links to the rest of the country at Berwick Upon Tweed, and Carlisle and there is easy access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes).

Free staff parking is available on site at the Borders General Hospital and other sites, and there is a car-sharing scheme within the organisation.

### **Education**

There are 9 high schools and 63 primary schools in the Scottish Borders. Our local schools consistently demonstrate high levels of attainment - well above national average. For more information on education in the region visit [www.scotborders.gov.uk/info/878/schools](http://www.scotborders.gov.uk/info/878/schools). There is a purpose built nursery in the grounds for hospital employees' children.

### **Relocation and Housing**

As part of our policy there is assistance with relocation benefits including temporary housing costs and relocation allowances up to Inland Revenue limits. We wish to ensure wherever possible that new staff obtain appropriate financial support, within HMRC regulations, for the necessary permanent move of their main home.

Five reasons to move to the Scottish Borders

<https://espc.com/news/post/five-reasons-to-move-to-the-borders>

House prices in the Borders Region are significantly less than in major cities in the U.K. and also less than many other rural parts of the country. See the Borders Property web site at [www.bspc.co.uk](http://www.bspc.co.uk)

We have a guide that contains some advice, rules and all of the forms that you need to make an application for relocation benefits. However phone HR on 01896 826164 if you need to discuss any aspect or you are welcome to make an appointment for a face to face discussion. HMRC guidance is available from <https://www.gov.uk/expenses-and-benefits-relocation> but at local level staff on the Finance Helpdesk may be able to help 01896 827888 or [Finance.Helpdesk@borders.scot.nhs.uk](mailto:Finance.Helpdesk@borders.scot.nhs.uk).

Please see Websites:

NHSBorders- <http://www.nhsborders.co.uk>

Scottish Borders TouristBoard- [www.scot-borders.co.uk](http://www.scot-borders.co.uk)

Our ScottishBorders- [www.ourscottishborders.com](http://www.ourscottishborders.com)

SouthernReporter- [www.borderstoday.co.uk](http://www.borderstoday.co.uk)

### **We believe the unique factors that help to define us as an employer are:**

- Our friendly and supportive environment;
- Our commitment to staff engagement and effective team working;
- Our track record in creativity and innovation and our ability to successfully implement change and redesign;
- Supporting staff's learning, development and career aspirations, from an initial comprehensive two-day corporate induction programme to the availability of a wide range of internal training



programmes;

- Our commitment to supporting flexible working through a wider range of family friendly policies;
- Our commitment to support and improve our staff's health, safety, wellbeing and resilience. We do this by implementing our person-centred Work and Well –Being Framework which covers 2015 – 2020 which sets out how we will support our staff to keep them healthy, motivated and engaged. It includes a variety of proactive initiatives to support staff health and well-being and our work life balance policies.

## **Section 6: Lead Pharmacist Primary and Community Care Band 8b Job Description and Person Specification**

### **Job Purpose**

Responsible for strategic and clinical leadership of primary care pharmacy services and for the provision of leadership, support and advice to general practices and community pharmacy in line with local, regional and national strategy, in particular Achieving Excellence in Pharmaceutical Care (AEiPC) and the GMS Contract 2018.

Responsible for the local strategy for community pharmacy and the Pharmaceutical Care Services Plan included within the NHS Borders Pharmacy Strategy.

Responsible for leading and developing the role of the general practice pharmacy team along with the General Practice Pharmacist Co-ordinator as outlined in the GMS Contract.

To ensure the development and implementation of the community pharmacy contract within the Scottish Borders and the delivery of pharmaceutical care in line with local health plans and existing resources.

Provides support to public health services such as the Smoking Cessation Service and vaccination transformation programme

Provide leadership for the development and implementation of programmes for primary and community pharmaceutical care which support wider service objectives, for example:

- Integration of health and social care / shifting the balance of care
- Management of long term conditions
- Non-medical prescribing
- Strategies to reduce hospital admissions and readmissions
- Models of pharmaceutical care
- Service redesign
- Efficiency and productivity

### **Scope and Range**

The post holder is the lead pharmacist with responsibility for community pharmacy services in NHS Borders. This will include leading the local negotiations for the provision of pharmacy services on an annual basis with the 29 local pharmacy contractors.

The post holder will have responsibility for managing pharmacy resources within financial constraints and in accordance with NHS Borders Standing Financial Instructions and includes delegated responsibility and authorised signatory for management of the Pharmacy Services budget.



The post holder is responsible for supporting the smoking cessation service and the 5 members of staff who support the service.

The post holder is required to work closely with the clinical boards and the Health and Social care Partnership and their committees in relation to strategic developments within community pharmacy and general practice pharmacy. In particular the postholder will work closely with the Drug and Alcohol Team, Sexual Health, Health Promotion and Public Health Departments.

The post holder will represent NHS Borders both externally and internally on behalf of primary care pharmacy

The post holder will be part of the senior pharmacy management team for NHS Borders.

The post holder will be required to develop and lead a team to support their role, including Senior Technician, Pharmacists, Pharmacy IM&T business manager, Community Pharmacy Champion and pharmacy administration.

### **Main Duties/Responsibilities**

- To lead the development of primary and community pharmacy services and pharmaceutical care schemes within primary care and the community in line with AEiPC, the national pharmacy contract and the local pharmacy strategy, ensuring that pharmacy legislation and good practice guidance are adhered to. You will work closely with the Lead pharmacist Acute Care, Medicines Utilisation and Planning and Clinical Practice Lead Technician in taking the strategy forward and ensuring the development of integrated pharmacy services that shift care into the community. This will include close links with NHS Borders Primary and Community Services Clinical Board.
- To ensure the effective and efficient delivery of primary and community pharmacy services throughout the Borders and high quality pharmaceutical care that meets patients' needs is available to all Borders residents on an equitable basis.
- To be the lead for community pharmacy for NHS Borders both externally and internally.
- To provide support to the Smoking Cessation Service and ensure that national and local targets are met.
- Ensure that pharmacy services meet the required standards and patients needs through performance management and audit.
- The post holder is the lead officer for NHS Borders for local pharmaceutical services negotiations and will liaise with the Community Pharmacy Borders and Primary Care administration regularly.
- The post holder will be required to work closely with the pharmacy management team to ensure that Community Pharmacy plays a proactive role in delivering the Pharmacy Strategy for the Borders. This will include membership of the appropriate NHS Borders committees and groups
- The post holder will be responsible for the co-ordination of the annual review of the Pharmaceutical Care Services Plan.
- The post holder will develop and support independent prescribing within community pharmacy to improve access to medicines and enhance patient care. They will work closely with the Operational Lead Nurse for Non-medical Prescribing.
- The post holder will be responsible for the co-ordination of the review and amendments to guidelines and protocols for the national pharmacy contract such as Pharmacy First and PHS. This will include responsibility for the application to Area Drug and Therapeutics Committee for the use of new drugs / therapies, Patient Group Directions and monitoring formulary compliance.



- To contribute to the overall management of the prescribing budget by monitoring the storage, distribution and dispensing of medicines and systems to ensure cost effectiveness.
- To be a role model providing highly specialist pharmaceutical care to a specified patient population.
- To provide expert advice to the Director of Pharmacy on current and future demands for pharmacy services and negotiate with the Director of Pharmacy and senior clinicians / managers for resources to develop pharmaceutical services.
- To develop a clinical governance framework for community pharmacy
- To support the education, training and continuing professional development of staff and community pharmacists.

## **Systems and Equipment**

Use of Microsoft Office suite

Email (internal and external)

Internet enquiries – use of specialist medical/pharmaceutical databases etc

Word processing, policies, notices, forms etc

Spreadsheets; Management information, statistics etc to inform decisions and future strategy

PowerPoint: Presentation of management information, CPD

Database for information collection and analysis

Knowledge of community pharmacy IT systems and PRISMS will be an advantage

Use of Datix to manage incidents and risk

The post holder will require knowledge of the application of the NHS Net to Community Pharmacy.

To have some knowledge of the prescribing support computer system used in General Practice, EMIS, and various Clinical Decision Support Systems and Serial prescribing which operate in conjunction with EMIS.

## **Decisions and Judgments**

The post holder is a member of the professional staff of the pharmacy department and will work within strategic and policy guidelines established by the NHS Borders and professional standards.

The post holder is a senior independent practitioner who has a high level of autonomy and is responsible for managing their workload without supervision to develop, implement and monitor strategy (arising from local and national initiatives), and will have close links with the Director of Pharmacy.

Uses knowledge and experience to assimilate and evaluate, often conflicting, complex and highly sensitive information in order to advise on pharmaceutical care issues, pharmacy services and strategy.

Annual objectives will be agreed jointly with and review of performance carried out by the NHS Borders Director of Pharmacy.

The post holder is expected to exercise their own discretion to make decisions and to prioritise and plan their input to development issues taking account of external and internal priorities for pharmacy and to be an active member of a range of strategic and decision-making groups and committees, including some national



groups.

To plan and co-ordinate the work of other team members and delegate tasks as necessary.

To take prompt and constructive action to deal with issues relating to performance, risk management and clinical governance.

The post holder is expected to provide clinical leadership to public health services such as the Smoking Cessation Team and the Vaccination Transformation Programme

### **Communications and Working Relationships**

The post holder is expected to be an expert practitioner and to advise and influence a wide range of people, assimilate complex data; make professional judgements based on own knowledge and experience, and challenge assumptions and decisions, to obtain a satisfactory outcome. They will be required to negotiate with and influence and persuade others with alternative, hostile and emotional views, for example, initiating change which may impact on community pharmacy business or payments.

Regular communication with all Community Pharmacists, Community Pharmacy Champion and members of the Primary Health Care Team to influence, negotiate and gain co-operation.

Regular communication with the Community Pharmacy Borders.

Liaison with all members of the various Clinical Boards and committees, in particular Primary and Community Services Board.

With the Lead Pharmacist Acute Care and Lead Pharmacist Medicines Utilisation and Planning to jointly develop Pharmaceutical Care model schemes for Community Pharmacists to enhance their clinical role and to enable them to influence prescribing decisions and ensure safe, cost effective medicine use in primary care.

Close liaison with a large number of groups and committees is crucial in both primary and secondary care across all areas of the post holder's work.

Liaison with the Operational lead, Medicines Governance and Non-medical Prescribing for incidents relating to community pharmacy and independent prescribing.

Liaison with colleagues in similar positions across Scotland and with Scottish Government members to share development ideas and documentation to reduce repetition, and to attend regular national meetings of colleagues to debate common issues and problems and to agree and develop appropriate training to enhance these roles to the benefit of patients and NHS Scotland.

To communicate contentious, distressing and confidential information to staff / patients / carers / relatives e.g. drug errors or response to complaints where there may be difficulties in understanding.

To provide professional pharmacy advice at meetings with National Services Scotland Payment Verification team. The post holder will be required to interpret and provide advice on complex reports where issues of potential fraud may be raised and further investigation required.

Liaise with the GPhC inspector as necessary.

The post holder will liaise closely with Health and Social Care colleagues to ensure that Pharmaceutical Care is an integral part of the complete patient care package.



## Physical Demands of the Job

### Physical

A large proportion of the job is office-based with a large percentage of the day involving computer screen work.

There is a regular need to drive throughout Scottish Borders to carry out pharmacy based work/audit and to hold/attend meetings, often outside normal working hours. Pharmacy-based work involves use of computer equipment and available space and printer access varies so that adaptability is a key component.

Movement between work bases requires carriage of relevant folders, paperwork and laptop on a regular basis from office to car to home and to work placements and the weight of items carried often amounts to 12 to 14 kg.

Training is also frequently provided outside normal working hours, involving driving sometimes at night.

### Mental/Emotional

- To understand and appreciate the significant risks of handling all classes of medicines including for example cancer chemotherapy, medical gases and differing routes of administration e.g. intrathecal route.
- High level of concentration and accuracy is required for this post, with work frequently interrupted and reprioritisation required due to conflicting pressures and demands from a wide range of personnel and tight deadlines
- To manage, analyse and act appropriately when faced with difficult and ambiguous problems and tolerate uncertainty.
- Requirement to concentrate continuously for at least two hours at a time and apply mental attention at all times. Interruptions and changes can be frequent during this time.
- To challenge the decisions of practitioners from other professions/senior medical & nursing staff/executive team when the pharmacist's professional judgement requires it.
- To implement unpopular/unwelcome decisions where the service requires this.
- Working in a highly emotional environment, directly in contact with patients who are angry or upset and may have just received bad news e.g. communicating drug errors, dealing with complaints.
- The post holder will be expected to investigate and advise on suspected cases of fraud within the independent contractor services.

### Most Challenging/Difficult Parts of the Job

Negotiating change with pharmacists and GPs and other members of the Primary Care Team.

Facilitating the delivery of holistic pharmaceutical patient care and ensuring that all appropriate agencies are engaged in the delivery of that care.

Prioritising workload within available resources and managing expectations of the service.

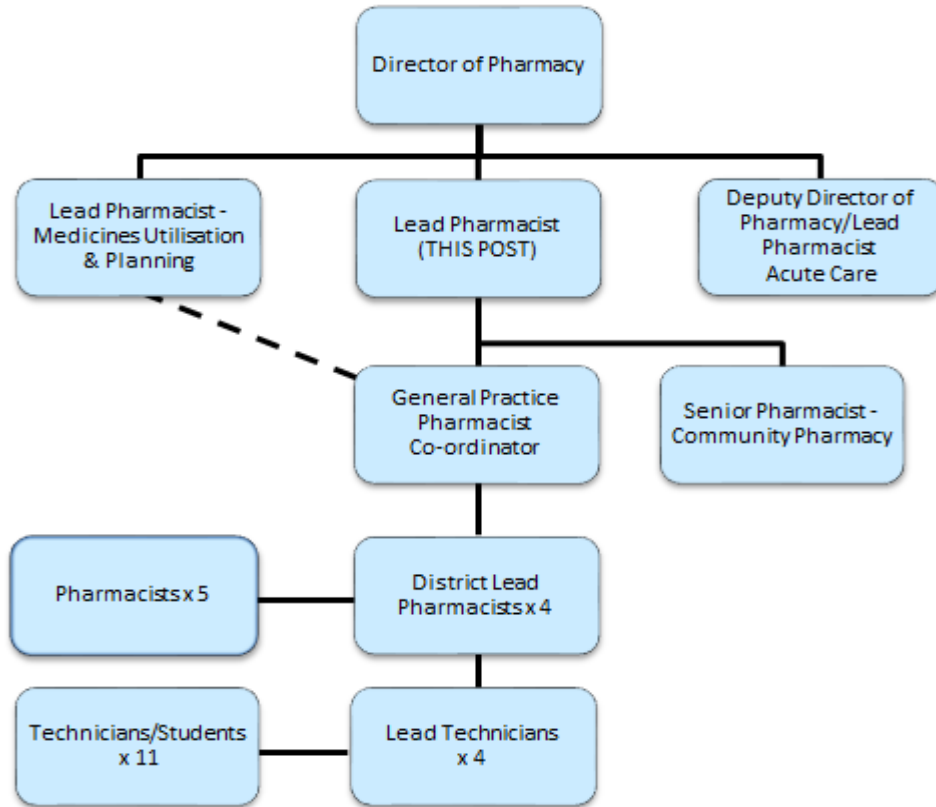
## Person Specification



		<b>Essential</b>	<b>Desirable</b>
<b>1</b>	<b>Qualifications</b>	<p>Master of Pharmacy Degree or equivalent.</p> <p>Registered with General Pharmaceutical Council (GPhC)</p> <p>A postgraduate qualification in pharmacy practice or equivalent experience and evidence of commitment to continuing professional development</p>	<p>Registered supplementary/independent prescriber</p> <p>Management training</p>
<b>2</b>	<b>Experience</b>	<p>Minimum of 5 years post registration experience, in a range of pharmacy settings, including community pharmacy and providing advice at a high level</p> <p>Project / Change Management experience</p> <p>Previous NHS or equivalent financial management experience</p>	<p>Experience in teaching and training pharmacy staff and other health professionals</p> <p>Experience in inter agency working</p>
<b>3</b>	<b>Skills</b>	<p>Knowledge of pharmacy legislation, standards and procedures and NHS Policy, relating to pharmacy</p> <p>Proven negotiating and influencing skills and ability to motivate others</p> <p>Evidence of ability to effectively organise, manage and prioritise (for self and team) workload</p> <p>Analytical and problem solving skills</p> <p>Holder of driving licence or have means to travel to other NHS Borders sites</p>	<p>Leadership skills</p> <p>Well-developed IT skills</p> <p>Ability to form working relationships with wide variety of people</p> <p>Staff management skills</p>

4	<b>Personal qualities</b>	<p>Ability to prioritise own workload and service workload for specialist area. Organisational and time-management skills.</p> <p>Ability to work as part of a team</p> <p>Ability to apply therapeutic knowledge to clinical situations &amp; tailor information to suit the level of understanding of the recipient</p> <p>Ability to form working relationships with wide variety of people</p> <p>Ability to work calmly &amp; accurately under pressure.</p> <p>Ability to prioritise work to meet deadlines.</p>	
5	<b>Research and training</b>	<p>Experience in undertaking research and audit – to Masters level or above</p> <p>Experience in teaching and training pharmacy staff and other health professionals</p> <p>Participation in local, regional &amp; national educational opportunities &amp; other sources of continuing professional development to develop &amp; maintain currency of knowledge</p> <p>Medical, microbiological and pharmaceutical research literature evaluation and interpretation skills including economic and cost effectiveness data</p>	
6	<b>Other</b>	<p>Evidence of commitment to continuing professional development.</p> <p>Able to travel to other locations throughout NHS Borders as may be required to travel in order to deliver service needs.</p>	

## Section 7: Organisation chart



## Section 8: National Context

### Quality Healthcare

Annually the Scottish Government sets NHS Boards with performance targets to ensure that resources made available to them are directed at areas which are a priority for improvement and are consistent with the Scottish Government's Purpose and National Outcomes. These targets are focused on Health Improvement, Efficiency, Access, and Treatment (also known as HEAT targets).

### Working in partnership with Local Authorities and the Third Sector

NHS Scotland works in partnership with local authorities and the Third Sector to achieve a healthier Scotland. "The Quality Strategy provides NHS Scotland with a basis on which partnerships such as the aforementioned can be formed.

This is done through Community Planning Partnerships which secure progress towards a number of strategic priorities, and the outcomes agreed locally and nationally through the National Performance Framework.

- Caring and compassionate staff and services.
- Clear communication and explanation about conditions and treatment.
- Effective collaboration between clinicians, patients, and others.
- A clean and safe care environment.
- Continuity of care; and Clinical excellence.

### Health and Social Care Integration

In 2016 the Scottish Government legislated to bring together health and social care into a single, integrated system. We have an integrated health and care system, working with one Integration Joint Board; with 23 GP practices, 29 community pharmacies, an acute hospital and 4 community hospitals.

The purpose of health and social care integration is to transform people's experience of care and the outcomes they experience.

### National Resource Links

#### *Re-mobilise, Recover, Re-design: the framework for NHS Scotland*

Sets out how health boards will safely and incrementally prioritise the resumption of some paused services, while maintaining COVID-19 capacity and resilience.

<https://www.gov.scot/publications/re-mobilise-recover-re-design-framework-nhs-scotland/pages/2/>

#### **Realistic Medicine**

Realistic medicine recognizes that a one size fits all approach to health and social care is not the most effective path for the patient or the NHS. <https://www.realisticmedicine.scot/>



**Scottish Government Website:**

<http://www.scotland.gov.uk/Topics/Health/About/NHS-Scotland>

## **Section 9: Workplace Equality Monitoring**

NHS Borders is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.

## **Section 10: Equal Opportunities Policy Statement**

NHS Borders considers that it has an important role to play as a major employer and provider of services in Borders and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

## **Section 11: Code of Conduct for Healthcare Support Workers**

If this post is a healthcare support worker position the post holder will need to follow the Code of Conduct for Healthcare Support Workers.

A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the Government.

The Code of Conduct sets the standard of conduct expected of healthcare support workers and adult social care workers. It outlines the behaviour and attitudes that you should expect to experience from those workers signed up to the code. It helps them to provide safe, compassionate care and support.

For more information on the Code of Conduct for Healthcare Support Workers please click on the link: [www.hcswtoolkit.nes.scot.nhs.uk](http://www.hcswtoolkit.nes.scot.nhs.uk) > [hcsw-standards-and-codes](#)

