#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Senior Pharmacist – Community Pharmacy Services  Responsible to: Lead Pharmacist – Public Health & Community Pharmacy  Department: Pharmacy  Directorate: Pharmacy and Medicines  Operating Division: Corporate  Job Reference:  No of Job Holders: One  Last Update (insert date): October 2023 |

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| 2. JOB PURPOSE |
| To co-ordinate and develop pharmaceutical services through the development and implementation of Fife Health & Social Care Partnership (FHSCP) and NHS Fife strategies in accordance with local and national strategy and priorities.  To provide specialist pharmaceutical input into planning and delivery of services within FHSCP and across NHS Fife.  The post-holder will contribute to the assessment of pharmaceutical needs of the population  Give expert clinical and pharmaceutical advice to community pharmacists on provision of pharmaceutical care  To deputise for the Lead Pharmacist – Public Health & Community Pharmacy as appropriate. |

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| **3.DIMENSIONS** |
| The NHS Fife Pharmacy Service serves a population of approximately 380,000 people, and is provided by an integrated team of around 300 Pharmacy staff, including Pharmacists, Pharmacy Technicians, Support Workers, Nurses, and Administrators.  The team work across Acute and Community hospital sites, General Practices, Mental Health services, and a range of specialist teams. Partnership working is at the core of our values, and we work closely with other members of the multi-disciplinary team, including our Community Pharmacy colleagues, to deliver the highest quality care for everyone in Fife. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The NHS Fife Pharmacy Service aims to provide the highest quality pharmaceutical care to the people of Fife. The integrated team provide person-focussed pharmaceutical care to individuals, and supply medicines through systems that ensure safe, effective and economical use.  We strive to ensure that patients derive maximum benefit and minimum harm from their medicines, throughout their healthcare journey. We work in partnership with our clinical colleagues, providing high quality care, timely information and advice to deliver safe and secure use of medicines. By integrating our team across NHS and HSCP services in Fife, we ensure that medicines are purchased, stored, dispensed and prescribed to the highest standards in every care setting. |

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| 6. KEY RESULT AREAS |
| 1. To support NHS Scotland’s values of quality and teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. 2. To develop new services from community pharmacies in NHS Fife to maximise patient benefits from medicines, in conjunction with lead pharmacists, professional colleagues in primary and secondary care, other healthcare professionals and social care staff across NHS Fife to integrate pharmacy services for patient care. 3. To engage all community pharmacists to provide services under the community pharmacy contract from all community pharmacies in NHS Fife , including to support the development of new roles for community pharmacists (e.g. Independent Prescribing, Common Clinical Conditions) 4. To collaborate with the NHS Fife Pharmacy Team to help shape the future provision of undergraduate and postgraduate pharmacist and support staff education to compliment future work within integrated pharmacy services 5. To respond to clinical queries and provide advice, intervention and support to community pharmacists on provision of pharmaceutical care. 6. Responsibility for provision and development of new cost effective services within allocated budget to be underpinned by focussed training. 7. To further promote the utilisation of the connection of community pharmacies in NHS Fife to use of new technologies– ensuring robust electronic transfer of general and clinical information – to allow community pharmacists prompt access to information and clinical data and in future to access and contribute to electronic patient records. 8. Responsible for the co-ordination and overseeing of local implementation of national research projects within community pharmacy. This will include implementing, participating in and evaluating research initiatives and clinical audit within pharmacy. 9. Manage complaints and incidents and respond to these as appropriate in line with NHS Fife policies and procedures 10. To act as a deputy for the Lead Pharmacist for Public Health and Community Pharmacy as appropriate. 11. To develop and implement public health interventions delivered through community pharmacy, e.g. immunisation, smoking cessation, antiviral supply 12. Responsible for implementing policies, SOPs, guidelines, PGDs etc in respect of community pharmacy services e.g. palliative care service, public health service within a multidisciplinary environment, ensuringconsistency with national and local strategies. 13. Responsible for providing effective professional leadership regarding the safe and effective use of medicines in all settings. 14. Provision of a specialised clinical pharmacy service when required to maintain continuity of service. This could be in any managed service setting or in general practice or community pharmacy, and could include the independent prescribing of medicines within appropriate competency. 15. To participate in a participate in a 5 out of 7 day working pattern (with potential for out of hours work) as determined by and according to the Organisations and Pharmacy Service needs 16. Day to day management of pharmacy staff within defined area, including recruitment, first level discipline, grievance |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder will provide assurance that all staff have a working knowledge of pharmacy equipment used and will take a lead role in ensuring staff compliance in cleaning, testing, servicing and maintaining in accordance with infection control policies and equipment control procedures. |
| **7b. SYSTEMS** |
| The post-holder will be trained and required to maintain expertise in the use of the following systems:   * Work to NHS Fife and Departmental policies, procedures and protocols. * Use systems for risk identification, reporting and management, and for dealing with complaints. * Policies and procedures for child protection and the protection of vulnerable adults. * Patient information system * NHS Fife Intranet, internet and email, Microsoft Office applications * Microsoft Teams * Datix * TRAK * Clinical Portal * ECS live * Pharmacy stock control system * HEPMA – Electronic Prescribing * NHS NearMe * WardView / PharmacyView * eIDL * PCs and printers. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Works with a high level of clinical and professional autonomy and reports directly to the Lead Pharmacist for Public Health and Community Pharmacy  Ability to work on own initiative, demonstrating freedom to act. Organises and manages own work load, prioritising workload in a timely and appropriate manner.  The post holder works within strategic and policy guidelines established by the Pharmacy Service and within objectives agreed on an annual basis with the Lead Pharmacist for Public Health and Community Pharmacy  The post holder is a member of the senior staff of the service and will arrange to attend regular meetings of personnel who will influence their workload and departmental organisational meetings.  Accountable for own continuing professional development and for maintaining individual professional code of conduct in accordance with the General Pharmaceutical Council standards |

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| **9. DECISIONS AND JUDGEMENTS** |
| Ability to work on own initiative, demonstrate a freedom to act, using a high level of expertise to develop, lead and mange delivery of new pharmaceutical care projects  Analyse and provide interpretation of highly complex pharmaceutical information that can be understood by a wide range of healthcare staff, into the strategic context of the organisation, taking into account knowledge of local circumstances.  Responsible for ensuring projects adhere to clinical and professional standards, time scale and are within budget.  Responsible for communicating outcomes of pharmaceutical care projects for patient care to colleagues locally and nationally to share benefits/outcomes of new initiatives.  Competency of individual community pharmacists to be allocated local accreditation to delivery a local service to agreed standards.  Professionally accountable for advice given to professional colleagues and public. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Motivating and supporting community pharmacists and staff to change the delivery of pharmaceutical care services to optimise benefits of medicines for patients will be challenging.  Engaging pharmacists resistant to change to become involved in the provision of new services and initiating change within community pharmacy (who are independent contractors) presents a challenge as there are competing business objectives to be reconciled with provision of patient care to NHS standards.  Supporting the engagement of community pharmacy directly into the Fife HSCP and ensuring that community pharmacy is a priority within the HSCP.  Establishing and building on communication channels and a working relationship with Social Work on issues pertinent to community pharmacy pharmaceutical care.  To ensure that the delivery of the agreed activities are safe, effective and efficient. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post demands a high degree of co-ordination with the Lead Pharmacist for Public Health and Community Pharmacy, departmental colleagues in secondary and primary care settings and other pharmaceutical and non-pharmaceutical staff.  The post holder will be required to collaborate with key personnel in Fife HSCP to identify and develop new services/areas of work for community pharmacy development  The post holder will make formal and informal arrangements to advise colleagues and staff associated with the care of the identified patients for service development initiatives. This will involve communicating issues pertinent to community pharmacy pharmaceutical care services to medical, nursing, Allied Health Professionals, Social Work and voluntary agency colleagues.  Highly developed interpersonal skills are essential for written, verbal, formal and informal communication is required.  Diplomacy, tact and empathy are required when:   * negotiating with individual clinicians, independent contractors and managers * representing the views of the HSCP, NHS Fife and Scottish Government * representatives from pharmacy multiples   Ability to consider a variety of points of view and develop consensus with all parties involved is required. Persuasion and negotiation will be required to ensure cohesive outcomes. On occasion advice may be challenged and ability to deal with this and continue to put forward position in a constructive way is required. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Demands & Skills   * Keyboard skills frequently. * Skills in reconstituting injections using needle and syringe   Lifting bags / boxes of pharmaceutical supplies, files, documents weighing 2 – 5kg daily.   * Driving between sites occasionally.   Mental Demands   * Concentration required when chairing or participating in meetings regularly. * Frequent concentration required on patient related activities. * Concentration and accuracy frequently required when writing reports/documents whilst subject to frequent interruptions. * Recognising and managing staff conflict. * Maintaining a sense of self awareness and an awareness of the needs of staff. * Highly unpredictable workload. * Frequent requirement to problem solve. * Balancing demand for patient care with available resources. * Managing unexpected sickness/absence.   Emotional Demands   * Communicating with distressed/anxious/worried patients and relatives. * Discuss sensitive issues with staff, patients, and relatives. * Supporting fellow staff in the workplace and maintaining staff morale. * Managing own wellbeing. * Requirement to address the personal and professional issues of pharmacy staff, offering support and guidance where appropriate, in order to minimise the impact on patient care.   Working Conditions   * Risk of exposure to verbal aggression from patients or relatives. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Qualifications and Knowledge**  Masters degree in pharmacy or equivalent  Registration with the General Pharmaceutical Council  Annotation on the GPhC register as an Independent Prescriber or willing to work towards is desirable for this post.  Postgraduate diploma/degree in appropriate discipline such as clinical pharmacy, prescribing sciences  Relevant and extensive post registration experience including experience of pharmacy in a multidisciplinary setting and experience in community pharmacy is essential.  **Skills and Experience**  Good interpersonal skills  Good ability to communicate (verbally, written and formal presentations)  Good numeracy skills  General computer skills  Experience of service development, leadership and staff management  Project management experience to include organizing and completing projects of varying  size and complexity.  Proven negotiating skills and ability to motivate others to develop systems of work to address  a variety of prescribing issues.  Ability to plan, deliver and report audit and research projects  Experience of planning delivering and assessing teaching.  IT and data analysis skills.  Team-working-skills and be able to work calmly & accurately under pressure |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature | Date:  Date: |