

1. JOB IDENTIFICATION

Job Title: Lead Pharmacist WGH & SCAN Pharmacy lead

Responsible to : Associate Director of Pharmacy (Acute)

Department(s): Pharmacy

Directorate: Corporate

Operating Division: Corporate

Job Reference: 076669

No of Job Holders: 1.0

Last Update (insert date): August 2019

2. JOB PURPOSE

To manage resources to provide safe, efficient and effective pharmacy services from the Western General Hospital pharmacy.

As part of a senior operations group contribute to strategic planning and development of pharmaceutical services within NHS Lothian.

To provide prescribing, professional and service planning advice to the Medical Clinical Management Team.

To provide professional leadership to a team of pharmacists and pharmacy technicians based within the Western General Hospital pharmacy.

To provide strategic and effective clinical leadership to the pharmacy oncology teams involved with the delivery of pharmaceutical care to patients, in primary and secondary care, across the South East of Scotland Cancer Network (SCAN) to ensure the delivery of a consistent standard of quality for patients from the cancer Pharmacy and chemotherapy services across SCAN. This will be achieved through partnership working with the multidisciplinary teams at cancer network to achieve objectives.

To collaboratively develop and lead a research, development and audit programme focussed at patient and population level to improve the safe, clinical and cost effective use of medicines in cancer care that ensure the European Clinical Trials Directive 2004 is met.

3. DIMENSIONS

(i) Staffing The job holder is responsible for the effective use of his/her own time and for the management and direction of services provided by over 110 wte pharmacy staff comprising of pharmacists, pharmacy technicians, pharmacy support workers, assistant technical officers and administrative and clerical staff

(ii) Budget The job holder is directly responsible for the effective use of

Staff / non-staff budget	£ 5.1 million
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The job holder is responsible for the safe and secure storage, and accountable for effective stock control, of the medicines inventory at the Western General Pharmacy of £ 1.5 million.

The job holder contributes to the effective use of medicines expenditure of £80 million.

The job holder is authorised signature for staffing/non-staff budget (£5.1M), pharmacy ordering and invoicing (£25k), procurement requisitions (£5k), petty cash (£50) and travel and training (£1k).

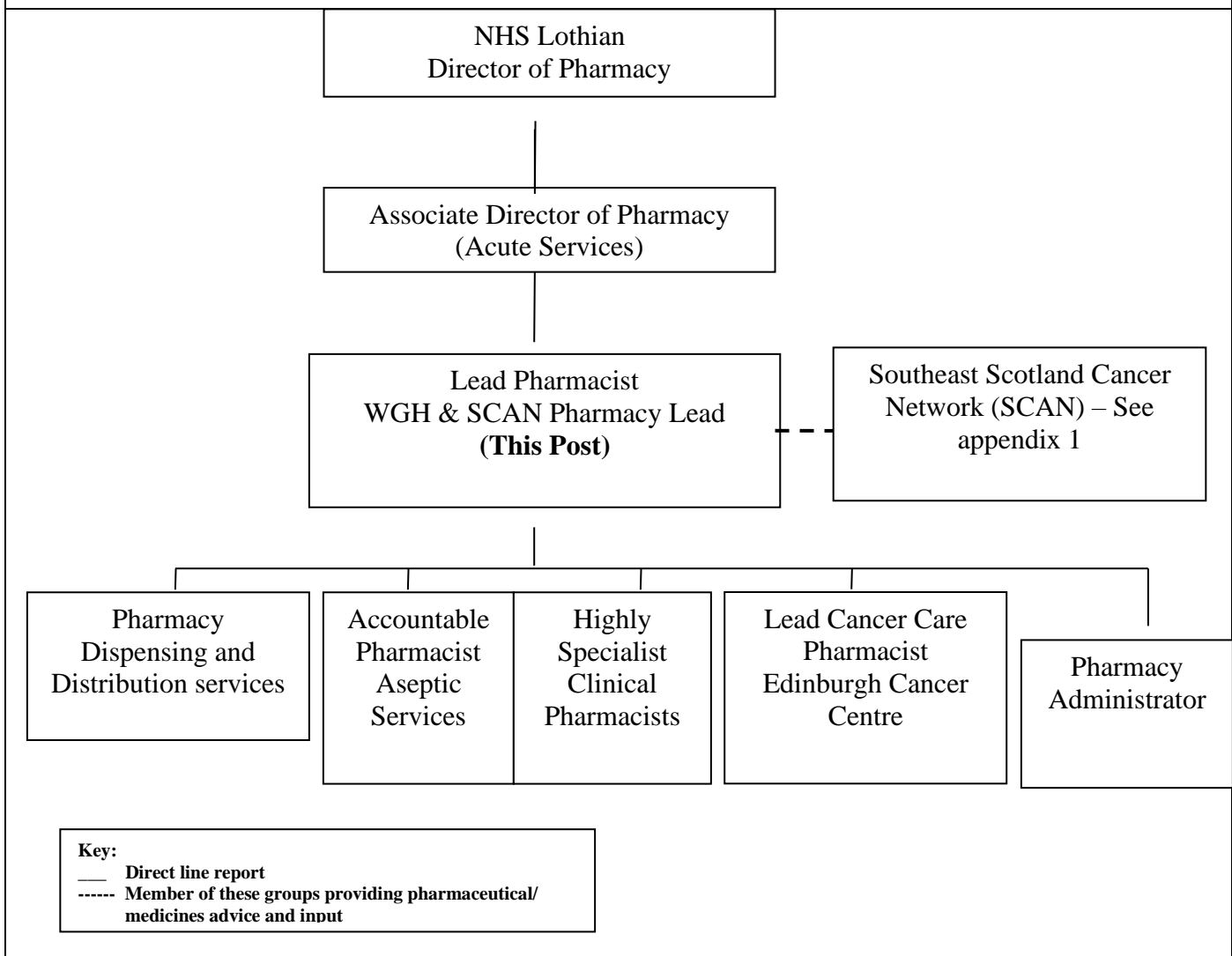
East of Scotland Cancer Network

The organisational structure and environment in which the East of Scotland Cancer Network operates is extremely complex. The network serves a population of approximately 1.5M people (28% of the Scottish population) and spans NHS Borders, NHS D&G, NHS Fife and NHS Lothian. This varied geography means that considerable attention needs to be devoted to ensuring equitable service provision across the region, both in large urban conurbations and remote and rural areas.

East of Scotland Pharmacy Cancer Group

The East of Scotland Pharmacy Cancer Network reflects the scope of pharmaceutical services for patients with cancer, which includes prevention, early detection, treatment and palliative care. Services are provided from 6 acute sector hospitals across SCAN. The post holder is responsible for co-ordination and leadership on behalf of the East of Scotland Pharmacy Cancer Network.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The function of the pharmacy service is to provide integrated patient focussed care that meets the present and anticipated needs of the NHS Lothian population in line with local and national strategies. The service promotes and develops all branches of the pharmacy profession through a co-ordinated approach to the delivery of pharmaceutical care to patients and the public.

Pharmaceutical care reflects the systematic approach that makes sure that the patient gets the right medicines, in the right dose, at the right time and for the right reasons. It is about a patient-centred partnership approach with the team accepting responsibility for ensuring that the patient's medicines are as effective as possible and as safe as possible. This is done by identifying, resolving and preventing medicine-related problems so the patient understands and gets the desired therapeutic goal for each medical condition being treated.

The focus is on active participation in and contribution to multidisciplinary / multi-professional teams in a

manner to fully integrate pharmaceutical skills and resources in overall context of health and social care in Lothian. To this end the objectives are:

- To provide pharmaceutical care to individual patients wherever they present by meeting their particular needs whilst maximising efficiency in the use of resources
- To provide medicines through systems of quality control that ensures safe, effective and economic use.

East of Scotland Cancer Network

The East of Scotland Cancer Network is a dynamic virtual organisation that continues to evolve and develop. The primary operating principles of the network are to:

- adhere to the Scottish Executive Health Department guidance on managed clinical networks (NHS MEL (1999) 10 and NHS HDL (2002) 69)
- demonstrate compliance with NHS HDL (2001) 71, "Regional Cancer Advisory Groups" (RCAGs)
- ensure links with generic regional planning structures as per NHS HDL (2002) 10 accepting that regional cancer networks are the recognised vehicles for planning of and investment in cancer services.

The East of Scotland Cancer Network is open and inclusive and together with its Regional Cancer MCNs have thousands of stakeholders who have an interest in improving cancer services. These include:

- Patients, carers, and their families
- All staff involved in cancer care
- NHS organisations – unified NHS systems and emerging Community Health Partnerships
- National bodies including SEHD and the Scottish Parliament, plus key organisations such as NHS Quality In Scotland (NHS QIS), NHS Education Scotland (NES), the Information and Statistics Division (ISD), Scottish Intercollegiate Guidelines Network (SIGN), the Centre for Change and Innovation (CCI), Royal Colleges, professional groups and many others
- Partner organisations e.g. Macmillan Cancer Relief, Cancer BACUP, Marie Curie Cancer Care, local support groups, Scottish Partnership for Palliative Care and Local Authorities

Effective communication with such a large and diverse group of stakeholders is a major challenge.

6. KEY RESULT AREAS

Site Lead Responsibilities

1. Provide professional and clinical leadership to pharmacists and pharmacy technicians based within the Western General Hospital main pharmacy (which includes the Edinburgh Cancer Centre pharmacy team)
2. Manage staff, other resources and facilities effectively, within budgetary constraints, to provide an efficient, effective, comprehensive pharmacy service to both Cancer and Non-Cancer services including:
 - Clinical pharmacy
 - Aseptic dispensing
 - Prescription dispensing
 - Medicine Distribution
 - Clinical Trials
 - Out of hours and weekend service
3. Be responsible for effective recruitment of all staff based in the pharmacy Western General Hospital, and ensure appropriate training and continuous professional development through personal development planning, objective setting and appraisal of performance.
4. Develop an innovative pharmacy service informed by a planned programme of research and audit. This includes supervision and contributing to MSc, HND and pre-registration trainee projects.
5. Contribute to the long term (5 year) strategic planning and modernisation of pharmacy services

- across the division in line with local and national strategies.
6. Set, review, monitor and maintain quality standards in line with statutory requirements, Division policies, and as defined in the pharmacy quality system.
 7. Review, monitor and maintain risk management and health and safety arrangements to comply with Division policies and action plans.
 8. To develop and maintain a business continuity focus for the organisation which will includes ensuring the ongoing review of plans, training, and exercising and communication requirements
 9. Support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
 10. Work closely with the Medical Clinical Management Team to promote and implement measures to ensure the safe, cost-effective use of medicines, and to monitor medicines expenditure against budget, to support budget setting and control through the provision of advice and information on medicines utilisation and expenditure. Including the provision of LRP.

South East Scotland Cancer network (SCAN)

11. Responsible for the leadership, development and monitoring of pharmacy services across the managed clinical network.
12. To lead the SCAN pharmacy network and act as an expert cancer care practitioner. Provide professional leadership for the development and maintenance of a strategy for the most appropriate configuration for chemotherapy services in the SCAN network, ensuring safety, quality, equity, patient focus and optimum use of staff and resources.
13. Deliver expert pharmaceutical advice and support to the Regional Cancer Advisory Group (RCAG), tumour-specific groups and Directors of Pharmacy (4 post holders) within the SCAN network.
14. Drive and lead on the implementation of national policies and guidelines for pharmacy and chemotherapy services across SCAN. Develop strategic and operational network wide approaches for oncology pharmacy input into commissioning and service planning to facilitate repatriation of chemotherapy to the cancer units. – does this overlap with the Directors responsibilities?
15. Maintain robust working links with the lead pharmacists in the Scottish cancer networks (WOSCAN and NOSCAN) and the UK to facilitate a national approach to the delivery of pharmaceutical care to cancer patients. Lead and ensure there is satisfactory specialist oncology pharmacy representation on relevant working groups/committees at local, regional and national level.
16. Organise and Chair regular meetings with cancer pharmacy teams across SCAN.

Education, Audit, Research and Development [15%]

With others, identify, develop and co-ordinate E&T and R&D initiatives for the cancer care pharmacy by:

17. Developing joint learning initiatives and identify future educational needs of cancer care pharmacy practitioners with the universities and schools of pharmacy
18. Working with the University of Strathclyde design, co-ordinate and deliver cancer care elements of post-graduate courses.
19. Developing a research programme focussed at patient and population level to improve the safe, clinical and cost effective use of medicines; facilitating a co-ordinated and consistent approach to the provision and management of the pharmaceutical component of cancer trials throughout the network; and participating in national audit reviews and use a wide range of audit and research tools.

iv) Other duties

20. Contribute to the development of pharmacy practice within NHS Scotland through

participating in national projects and working groups; and contribute and co-ordinate, in partnership with Education, Research and Development Service, to undergraduate and post graduate teaching for pharmacy students and pharmacy technicians based within the Western General main pharmacy.

21. To participate in weekend and public holiday rotas

7a. EQUIPMENT AND MACHINERY

General keyboard and software use.

7b. SYSTEMS

- Operates the pharmacy stock control and dispensing system (Ascribe) to dispense and supply medicines including patient records.
- Uses the pharmacy management information reporting system (Pharmacy Reporter) to review medicines usage and prepare reports.
- Uses Microsoft Office regularly for word processing, spreadsheets, databases, electronic mail, internet access, and creation of reports.
- Enters data, reviews incidents and prepares reports using the electronic risk management system (DATIX).
- eKSF
- Uses TRAK
- Uses PWA and SSTS to authorise wages and manage staff.

8. ASSIGNMENT AND REVIEW OF WORK

- (ii) Directly responsible for the pharmacy service provided by the Western General Hospital pharmacy.
 - Responsible for planning and organising own workload and workload of others to meet agreed objectives and to meet the needs of the service.
- (iii) Accountable for own professional actions, guided by legislation, professional code of practice, and national and local policies.
- (iv) Agrees personal objectives and personal development plan with the Associate Director of Pharmacy Managed Services (Acute), with three monthly review and annual appraisal.

9. DECISIONS AND JUDGEMENTS

High degree of authority and accountability concerning the management of the Western General pharmacy departments. E.g. Decisions involving the distribution of assets and resources (budget, workforce, accommodation and equipment) to prioritise and meet needs and demands on Pharmacy Services.

Responsible for interpretation of national, NHS Lothian, SCAN and departmental strategies and policies which inform work priorities. Examples include:

Formulation departmental policies and procedures which guide the work of the pharmacy service provided from NHS Lothian hospitals.

Responsible for planning own and others workload in order to deliver agreed objectives and to meet needs of service or client group.

Inform SGHD, SCAN and other key stakeholders of the strategic direction for the pharmaceutical care of cancer patients

Accountable for own professional actions guided by local policies and procedures.

Interprets clinical evidence and financial data to promote the use of evidence based medicines and therapies.

Influences the cost effective, safe, rational prescribing of medicines through interpretation and analysis of prescribing data and other information relevant to remit to inform Clinical Services in best use of resources for WGH site and the SCAN network.

Analyses and interprets audit and statistical data to review and promote best practice in safe handling of and treatment with medicines.

Provision of specialist advice to clinical colleagues on all aspects of pharmaceutical services, prescribing strategy / policy, risk management and legal issues, including application to individual patient circumstances via the Safehaven.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Delivering appropriate standards of pharmaceutical care in an environment of increasing expectation and demand and within limited resources.

Managing the change required to deliver a modern, innovative pharmaceutical service to meet the changing needs of patients.

11. COMMUNICATIONS AND RELATIONSHIPS

Communicates with the Director of Pharmacy, Associate Director of Pharmacy, Clinical Directors, Heads of Service, Director of Operations and related managers, Chief Nurses and other managers within the Divisional management structure, and clinicians to provide professional advice and to maintain and develop the pharmacy services to meet their needs, and with healthcare colleagues outwith the Division to exchange information.

Makes presentations to, and prepares written reports for, Divisional and pharmacy committees.

Provides professional advice, and professional and operational information to clinicians and Division committees to promote the safe, effective use of medicines.

Analyses and co-ordinates the work of pharmacists, pharmacy technicians and other staff based within the Western General Hospital Pharmacy through meetings and other communications with groups and individuals.

Appraises performance and agrees personal development plans with staff within direct line management.

Makes formal and informal presentations to make cases, provide information, and for education and training of pharmacy staff and other clinical and managerial staff.

Acts as chairperson to Division and local multi-professional and pharmacy committees to achieve agreement and co-operation and to provide agenda leadership requiring interpretation of opinions and information to develop policy, guidelines and recommendations.

Seeks to improve and develop pharmacy services by negotiating with pharmacy and other staff, providing explanation and advice, and by using empathy, understanding and motivational skills.

All staff related to the SCAN Network and associated groups including the Tumour groups
National Cancer network managers and Clinicians – SCAN, WOSCAN and NOSCAN

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Requires to dispense prescriptions and supply medicines promptly and accurately [how often].
- Sitting for long periods of time
- Standard Keyboard skills: daily typing

Mental/Frequently requires a sustained high level of concentration to source and assess information to form an opinion, or prepare advice whilst subject to interruptions to address unpredictable requests which vary from day to day, and which cover a wide range of topics.

- Required to think quickly and make valid decisions in an emergency, or to resolve a problem that needs to be dealt with in a short timescale.

Emotional

- Requires to deal with difficult staff issues which may be of a personal nature or involve disciplinary proceedings. Appraisal of performance involves giving both positive and negative feedback.
- Requires to investigate and deal with medication incidents that may have resulted in serious consequences.
- Requires to manage change to the service which may be challenged, and to which there may be a hostile response from staff within and outwith the pharmacy department.
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Environmental

- VDU- Daily use of VDU and keyboards for various programmes

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

QUALIFICATIONS AND EDUCATION

Masters degree in pharmacy or equivalent

Registration with the General Pharmaceutical Council

Post graduate qualification in clinical pharmacy or pharmaceutical science (Msc or PhD)

EXPERIENCE

Experience of assessing and reviewing the work of others, and providing professional advice at a high level for multi-professional and/or senior management teams.

Experience at local and national level of project leadership and multi-professional team working

Demonstrated ability to innovate, lead and direct the strategic development of, and improve the effectiveness of, a Division (or equivalent) pharmacy service.

Experience working at a senior level in a pharmacy management/professional leadership post or equivalent experience in health related posts

Practical experience in facilitating change in clinical practice

Evidence of leading, planning and undertaking research and development, e.g. clinical trials, scientific publications, presentation and papers at conferences, seminars, etc.

KNOWLEDGE

Sound knowledge of pharmaceutical law, ethics and legislation relating to pharmacy practice and the use of medicines

Specialist knowledge across pharmacy sub-specialties, and understanding of operational and strategic issues for aseptic and general dispensing, storage and distribution, clinical pharmacy and cancer services.

Knowledge of national and local strategies, policies and guidance.

Ability to interpret and analyse clinical, scientific, financial, personnel and audit/research data and information to make decisions and form opinions.

SKILLS

Excellent communication skills – oral and written and ability to communicate effectively and confidently at all levels within the NHS and external partners.

Experience maintaining effective working relationships with senior clinicians and managers, and to operate within complex multidisciplinary environments.

Management skills to deal with personnel issues, budget/financial issues, resource planning, project planning, performance review of people and systems.

Research and audit skills, ability to assess research and audit needs, ability to plan, deliver and report research and audit projects.

Ability to work effectively under pressure, and to meet deadlines.

Accepted as having professional leadership standing amongst colleagues.

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:

Date:

Head of Department Signature:

Date:

