



JOB SUMMARY – PROGRAMME OFFICER - PHARMACY TECHNICIANS

1. About NES

NHS Education for Scotland (NES) is the national health board with statutory responsibilities to effect sustainable change through workforce development, education and training across the health and social care system in Scotland, while working at UK level with partner organisations.

We are the leader in educational design, delivery and quality assurance and provide wide-ranging support to workforce development. We are the official provider of workforce statistics for NHS Scotland and support national workforce planning. We design and develop digital technologies supporting innovation and transformation.

Our purpose is to drive change and improve the quality of care experienced by citizens across Scotland by ensuring that we have the right staff, with the right skills, in the right place, at the right time. NES is integral to improving outcomes for people and in ensuring a skilled and capable workforce underpins the design and delivery of services. As an organisation, we recognise the significant contribution we can make to improving population health, reducing inequalities and economic development.

2. Medical Directorate – Pharmacy

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

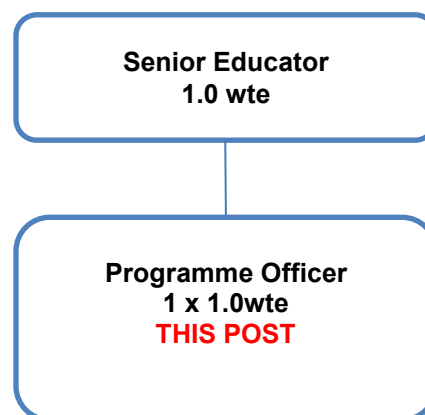
The Pharmacy Team within NES is responsible through the Executive Medical Director to the NES Board and through the Board to Scottish Government, for the commissioning and delivery of postgraduate pharmacy education in Scotland. This training is delivered in community-based practices and health boards to standards set by the General Pharmaceutical Council (GPhC).

The Postgraduate Pharmacy Dean provides leadership, management and advice to the Medical Director and NES Board on all pharmacy educational matters and has an impact on every pharmacist working in Scotland, through the CPD network, and hence ultimately impacts on patient care.

The pharmacy budget is in the order of £11 million (plus additional SGHD non-recurring monies) with a staff of approximately 38 including Postgraduate Pharmacy Dean, 3 Associate Postgraduate Pharmacy Deans, Principal Leads for Educational Development, an Educational Lead for Pharmacy Technicians, Programme Officer, Regional Practice Education Co-ordinators, Business Manager, Pharmacy Team Manager and supporting staff. In addition, there is a postgraduate tutor network commissioned and co-ordinated to administer direct and open learning.

The Pharmacy Directorate is responsible for the education, training and workforce development for ~4500 pharmacists and ~2000 pharmacy technicians in Scotland in addition to ~ 215 Pre-registration Trainee Pharmacists. Pharmacy education and educational evaluation/research are important functions of the NES Pharmacy remit to support CPD and workforce development for the profession in Scotland in line with the Scottish Government Strategy *Achieving Excellence in Pharmaceutical Care*.

3. Organisation Chart



3. Job Role

This is a full-time secondment/fixed term post which will provide a unique opportunity for a pharmacy technician to gain experience in the delivery of the NES General Practice Learning Pathway for Pharmacy Technicians across Primary Care in Scotland, as well as the development and delivery of other pharmacy technician training programmes.

PURPOSE:

This exciting opportunity is designed for a pharmacy technician who has a specific interest in educational development, delivery and evaluation to expand their experience at both a regional and national level.

The Programme Officer will work closely with the Educational Lead for Pharmacy Technicians and seconded Programme Officers to continue to develop educational governance systems to support

delivery of both the General Practice Learning Pathway for Pharmacy Technicians and Foundation Programme for Pharmacy Technicians across three pharmacy sectors in Scotland.

Key Tasks

These will include but will not be limited to:

- Deliver educational modules via MS Teams and Turas Learn, in line with the Pharmacotherapy service and current GMS contract to Primary Care Pharmacy Technicians across Scotland
- Provide support to pharmacy technicians enrolled on to the General Practice Learning Pathway and tutors in completion of the Programme, utilising the Turas portfolio.
- Review content of General Practice Learning Pathway for Pharmacy Technicians and relevant resources in conjunction with key stakeholders.
- Promote and co-ordinate practice and educational research undertaken in relation to the General Practice Learning Pathway for Pharmacy Technicians.
- Support development and delivery of other pharmacy technician initiatives e.g. the Foundation Programme for Pharmacy Technicians.
- Develop and test educational governance systems with a range of key stakeholders from across Scotland to maintain quality assured standardised training programmes for pharmacy technicians.
- Develop and deliver training sessions guided by health board/community pharmacy needs.



BAND 6 Resource Officer/Adviser or Management Trainee or Business/Programme Officer or Deputy Associate Manager

Essential Criteria – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria. (See Note Below re *Additional Information)

Means of Assessment – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
Key Leadership Behaviours	<ul style="list-style-type: none"> Inspiring Empowering Adaptive Collaborative Engaged and Engaging 	<ul style="list-style-type: none"> 	Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none"> S/NVQ Pharmacy Services Level 3, or equivalent. SQA HNC Pharmacy Services Development and Management, or equivalent. Registered with the General Pharmaceutical Council (GPhC) as a pharmacy technician. Demonstrates a commitment to CPD. 	<ul style="list-style-type: none"> Management qualification or relevant equivalent experience. 	Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> Significant experience of working within primary care setting, as a pharmacy technician. Evidence of managing projects. Experience in service provision and development. Experience of being responsible for developing and implementing policies across a department. Experience of mentoring/assessing trainees. Communications/presentation experience. 	<ul style="list-style-type: none"> Experience of chairing meetings. Experience and understanding of the external political and social environment, including relevant NHS policy issues and priorities. Experience and/or knowledge of audit, evaluation, research and development. 	Application & Interview

Specific Skills and Knowledge	<ul style="list-style-type: none"> • A broad understanding of current issues within health and education. • Knowledge of Pharmacotherapy service/GMS contract • Ability to communicate sensitive and complex information. • A high level of IT skills. • Excellent interpersonal skills. • Ability to present ideas in both written and oral form to many different audiences. • Clear decision-making skills. • Effective time management skills, including prioritisation of conflicting tasks. 	<ul style="list-style-type: none"> • Excellent networking skills, with the ability to apply best practice ideas from the wider service and other organisations. • Ability to think creatively and strategically and to manage change. • Demonstrable significant leadership skills. 	Application & Interview
Personal Attributes	<ul style="list-style-type: none"> • High level of self-motivation and initiative. • Ability to develop and maintain good communications and working relationships with a wide range of staff and community groups. • Active interest in the training agenda. • Highly flexible approach to working. • Positive attitude to change. • Accurate, displaying a high level of attention to detail. • Calm under pressure. • Conscientious. • Confidentiality. • Ability to travel across Scotland. 		Application & Interview

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:





CONDITIONS OF SERVICE

TITLE:	Programme Officer – Pharmacy Technician	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Val Findlay		
GRADE:	Agenda for Change Band 6	SALARY SCALE:	£33,072 to £40,736 pro-rata per annum
HOURS AND DAYS OF WORK:	Full time. Based on a normal working week of 37.5 hours. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ secondment opportunity up to 31 st March 2023	NOTICE PERIOD:	4 weeks
ANNUAL HOLIDAYS:	27 days pro-rata rising to 29 days pro-rata after 5 years service, rising to 33 days pro-rata after 10 years service	PUBLIC HOLIDAYS:	8 local/ Public Holidays pro-rata per annum
REHABILITATION OF OFFENDERS CLASSIFICATION:	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

SUPERANNUATION:

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below. Your employer also contributes an amount equal to 20.9% of your pensionable pay into the scheme on your behalf.

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £20,605	5.2%
2	£20,606 to £24,972	5.8%
3	£24,973 to £31,648	7.3%
4	£31,649 to £64,094	9.5%
5	£64,095 to £89,731	12.7%
6	£89,732 to £119,560	13.7%
7	£119,561 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.