



DEPUTY CHIEF PHARMACIST

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Deputy Chief Pharmacist
Band	8C
Directorate	Pharmacy
Accountable to	Chief Pharmacist and Clinical Director of Medicines Optimisation
DBS Required?	Yes

JOB OVERVIEW

The post holder will work with the Chief Pharmacist to ensure the strategy and operation of pharmacy services, including medicines optimisation, is progressive, responsive to internal and external demand, patient focused, safe, efficient and effective and is aligned with local and national standards and strategic goals of the Trust and those of the Shropshire Telford and Wrekin Integrated Care System. This will include providing clear advice and developing clinical and legislative guidelines concerning medicines to senior medical and clinical staff. Including where necessary advice and support for non-medical prescribing and advanced professional roles.

As a member of the Pharmacy Senior Leadership Team, to support the Chief Pharmacist and Clinical Director of Medicines Optimisation in leading the development of pharmacy services throughout the Trust ensuring objectives and key performance indicators are met for medicines optimisation and pharmacy services.

Be accountable for the safe and effective delivery, and on-going development, of a high-quality evidence-based Clinical Pharmacy Service across hospital sites and community services

Under the direction of the Chief Pharmacist the post holder will coordinate, lead, manage and support large scale change projects related to pharmacy services and medicines. This includes managing pharmacy staff that are involved in these projects.

Promoting and supporting the continued development of extended roles for clinical pharmacy, such as independent pharmacist prescribing and checking technicians to improve patient care.

Represent pharmacy at Trust internal and external committees and forums including the Drug and Therapeutics committee, Safe Medicines Committee, Clinical Governance and Risk committees and Divisional operational meetings.

Work with system managers to support and develop the use of information systems within pharmacy including ePMA, pharmacy stock control systems, eRostering, ARIA MedOncology and EPR supporting standardisation within the NHS and the Trust.

Delegated management of allocated budget for Medicines Optimisation & Pharmacy Services and be authorised signatory for orders in accordance the Trust Standing Financial Instructions.

Accountable for own professional actions and using discretion manage the Medicines Optimisation and allocated Pharmacy Services

KEY RESPONSIBILITIES

Responsible for: Allocated Lead Pharmacists
Allocated Highly Specialist, Specialist and Clinical Pharmacists
Chief Technicians
Medicines Management/Patient Services Pharmacy Technicians
Training Pharmacists and Technicians
Pre-registration graduates
Any other pharmacy staff undertaking duties within the post holder's areas of responsibility

Liases within the Trust with: All other Pharmacy staff

Trust Directors/Care Group Directors & Senior Managers Clinical Governance and Patient Safety Team
Clinical Directors & Consultants, other Medical, Nursing and Healthcare Professionals
Clinical Service / Professional Leads
Medicines Safety Officer
Education, Training and Development Managers
Finance and HR colleagues

Liaises external to the Trust with:

Statutory Professional and training bodies
Other NHS Trusts and Organisations
Professional advisers in NHSI/I and X
Clinical Commission Groups (CCG) and Health Boards in Wales
Local primary care networks
Members of the Shropshire STP
Local CCG Patient Safety Managers and Clinical Governance staff
National Patient Safety Teams and Medication Safety
Professionals National and network medicines management services
Care Quality Commission
Patients and patient representative groups

Professional duties

- Write and implement departmental and Trust wide guidelines, policies and procedures.
- Uphold the Trust's values and behaviours (available on the Trust web site) and those of the General Pharmaceutical council standards for pharmacy professionals, behaving in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
- Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business.
- Uphold the privacy and dignity of the patient and respect the equality of patients at all time.

Main Duties and Responsibilities

General

- Lead, develop, deliver and evaluate Medicines Optimisation and Pharmacy services to allocated areas of responsibility.
- Assist and support the Chief Pharmacist in the strategic planning and managing of all aspects of medicines optimisation and pharmacy services to enable the Trust to deliver effective patient-focussed services that support departmental, care group, Trust, Shropshire STP, regional and national priorities, guidance, standards and legislation.
- Lead, develop and evaluate the pharmacy and medicines elements of the Hospital Transformation Plan including monitoring and amending service delivery to reflect Trust needs and resources available.
- Provide leadership on medicines optimisation issues within the Trust.
- Directly line managed by and deputises for the Chief Pharmacist.
- Attend performance management meetings and help present evidence to demonstrate departmental compliance with corporate and national targets, key performance indicators and to support the department's financial and operational performance, highlighting both achievements and concerns.
- Attend and actively contribute to STP, Trust, Care Group and departmental governance meetings, team leader meetings, and other relevant meetings as required to promote the

contribution innovative medicines optimisation processes and systems to improve the standards of patient care and safety.

- Identify and promote transformation, innovation and best practice.
- Be an active contributory member of the Pharmacy Management Group.
- Provide cover for colleagues' absence as appropriate to the needs of the service, carry out dispensary duties when required for the needs of the service.
- Provide support for research and development activity as required by the clinicians and other members of the healthcare team.
- Be Responsible for recruitment of staff, management and development for the areas of responsibility.
- Perform any other appropriate duties as designated by the Chief Pharmacist.

Strategic

- Advise and discuss with the Chief Pharmacist over planned service developments and service transformation for Medicines Optimisation and actively contribute to incorporating them in the overall business plan for the Trust and identify the necessary resources to be secured.
- Work closely with the STP, Primary Care Organisations and NHSE to realise opportunities and benefits to the health economy from joint working.

Business Planning, Contracting and Financial Management

- Advise on and develop SLA's and contracts that specifically relate to the medicines optimisation and pharmacy services with the Chief Pharmacist.
- Assist in the development of the annual plan for the pharmacy service in consultation with colleagues and the Chief Pharmacist.
- Have delegated management of budget and resources for Medicines Management services based at the Royal Shrewsbury Hospital.
- Ensure the economical purchasing; appropriate storage and distribution of pharmaceuticals in accordance with Trust's SFI's and value for money.
- Directly work with the lead pharmacist for medicines utilisation to provide expert advice on medicines optimisation, including, legal advice, ethical and cost effectiveness to senior managers, consultants and other health care professionals. This includes PbR (high cost) and homecare medicines.
- Identify, promote and implement possible cost reduction initiatives involving medicines and their use. Leading on quality impact assessments and changes in practice, monitoring, auditing and reporting on delivery of savings.

- Identify any cost pressures within medicines management and advise on ways of managing such pressures.
- Be responsible for working with senior managers from Trust corporate services, such as Information Systems & Technology, Human Resources, Finance and Contracts, to ensure any necessary support required to provide a safe and effective service is provided in a timely fashion and that the department complies with Trust policies.

Co-ordination and Service Delivery

- Actively co-ordinate medicines management pharmacy services in the Trust, making optimal use of resources available.
- Support the Chief Pharmacist and lead on designated areas of responsibility to ensure compliance with the Trust's medicines-related policies and procedures.
- Ensure the relevant services have competent workforce to deliver medicines optimisation and develop any action plan required to remedy deficiencies.
- To participate in weekend, extended hours, Bank Holiday, on-call rotas and the Trust's Major Incident Procedure.

Human Resources

- Perform staff appraisals in line with the Trusts values and procedures.
- Ensure managed staff have access to and complete appropriate statutory and mandatory training.
- Continually review skill mix to be appropriate to the agreed service needs and professional standards in force at the time, reporting any deficits to the Chief Pharmacist with proposals for corrective action.
- Ensure that staff have adequate clinical supervision/mentorship and manage any poor performance actively within the Trust's policies and procedures framework.
- Monitor any staff failure to comply with the GPhC standards for pharmacy professionals.
- Recruit, develop and motivate staff to ensure that they can pursue excellence in their professional duties.

Quality

- Be responsible for all aspects of medicines management and ensure it is delivered safely, efficiently and effectively, and advise the Chief Pharmacist accordingly.

- Develop the pharmacy services to pro-actively influence safe and cost effective drug therapy in conjunction with other clinical staff.
- Ensure practice is evidence based, shared, and, wherever possible, patient focussed.
- Pro-actively influence safe and effective drug therapy in conjunction with other clinical staff.
- Ensure that user and patient views are accounted for in the planning and implementation of service delivery.
- Horizon scan, monitor and implement national initiatives and directives.
- Address and respond to drug errors, complaints, misadventures, and other matters causing distress to staff and patients. Ensuring errors, complaints and incidents are managed within the Pharmacy and Trust's guidelines using root cause analysis and CAPA wherever necessary and appropriate to improve service and mitigate risk.
- Ensure that the Chief Pharmacist is made aware of any circumstances that would, or may, mitigate against safe standards of practice and advice on corrective action.

Clinical Audit

- To develop audit processes within the pharmacy to ensure that all legal, professional and service requirements are met.
- To actively participate in Trust wide clinical audit encouraging other pharmacy staff in this area and liaising with other specialities/departments as necessary.

Teaching and Research

- Promote and support teaching, learning and research within the department. Fostering a culture of lifelong learning, to include provision for post-registration education, pharmacist prescribers, continuing professional development and vocational training of staff within the pharmacy
- Establish and develop links with Higher Education Institutes to support the development of the pharmacy workforce
- Undertake and co-ordinate research relevant to the area of practice



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Pharmacy degree (Masters level or Bachelor with relevant UK E App experience) • Full UK registered Pharmacist with General Pharmaceutical E App Council • Postgraduate Diploma/MSc Clinical Pharmacy • Management qualification or equivalent experience 	<ul style="list-style-type: none"> • Registration as an Independent Prescriber, or studying D App towards qualification • Member of a Professional body, e.g. Royal Pharmaceutical D App Society and working towards membership of the Faculty of Pharmacy Practice

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Highly experienced at a senior management level in hospital E App/Int pharmacy and clinical pharmacy • Extensive experience in a broad range of complex pharmacy E App/Int services including Drug & Therapeutics, Clinical Governance and Risk management and commissioning • Experience in managing change and developing services • Business/Financial planning and project management E App/Int experience or equivalent • Experience and advanced ability to review and lead clinical and financial E Int audits and provide a high-level critical analysis of audits, research information and data including providing Key Performance indicators for Pharmacy and using data to improve and transform pharmacy services • Knowledge of commissioning requirements, resources E/D Int including prior approval procedures, Bluetec, Individual Funding Requests, Homecare Medicines • Demonstrate experience in working with patients, doctors E Int and nurses as part of a medicines management scheme 	

<ul style="list-style-type: none">• Demonstrate a working knowledge of Health and Safety with E App/Int reference to risk assessments and action plans• Evidence of producing high quality work both individually and E App/Int as part of a team	
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SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Skills at a high level to undertake investigative roles and E Int problem solving • Show commitment to clinical governance and CPD • Leader, team player, open transparent style of working, E Int engaging with staff, coaching behaviours demonstrated. Good negotiator/Influencer with Clinicians, Directors and Senior Managers • Ability to work under pressure whilst maintaining accuracy E Int within service deadlines • Exhibits an enthusiasm for development of the practice of E Int pharmacy and transformational change • Shows sound leadership qualities and ability to work as an E Int individual and within a team with excellent verbal and written skills, including presentation skills • Possesses personal organisational attributes and an ability to E Int motivate other people with relevant values • The postholder must display an understanding of and ability E Int to deal the confidential and sensitive information with which they will come into contact on a daily basis, and demonstrate empathy and HR skills towards staff and their personal problems and difficulties • Possess necessary skills to communicate E Int complicated information about all aspects of medicines to senior management and clinical colleagues • The postholder must display an understanding and ability to E Int communicate and deal with all patients and/or carers, some of whom may have language, sensory or learning difficulties, or who may be severely ill or distressed because of their diagnosis or state of health 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Willingness to be involved in Emergency Duties, Extended E Int Opening hours, Weekend & Bank Holiday working and Trust's Major Incident Procedure• Willingness and ability to travel to undertake the duties of the E Int post	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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[Getting to The Royal Shrewsbury Hospital](#)

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Minicom: 01952 641222 Ext: 4995

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Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)