

UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST (UHBFT)

JOB DESCRIPTION

TITLE: Director of Pharmaceutical Services

SALARY: VSM

ORGANISATIONAL RELATIONSHIPS

Accountable to: Chief Operating Officer
Executive Director of Finance

Professionally accountable to the Trust Board through the Chief Executive for medicines management services including statutory responsibilities as Accountable Officer for Controlled Drugs and Superintendent Pharmacist.

Responsible (on a day-to-day basis) to: Director of Operations (Division A)

Liases with: Executive Directors and all other staff and individuals both inside and outside the Trust for the effective execution of the post.

Manages: Is responsible for the management of all staff within the Pharmacy Department.

JOB SUMMARY

The Director of Pharmaceutical Services will be employed by UHBFT He/she will :-

- Lead the strategic development of Pharmacy Services within the Trust and liaise with colleagues in adjoining Primary and Secondary health environments across the West Midlands to ensure best delivery of pharmaceutical services.
- To ensure that the pharmacy service is aligned to support the delivery of the annual Trust aims and objectives.
- Work with the Medical Director and Chief Nurse to deliver skill mix changes, including leading the planning and implementation of non medical prescribing, required for the safe, clinical and cost effective use of medicines
- Be the senior executive within Pharmacy with responsibility for clinical governance of pharmacy service provision.
- Provide specialist expertise and, delegated from the Chief Executive, have corporate responsibility across the Trust for all aspects medicines management including statutory role as Accountable Officer for controlled drugs, associated Healthcare Commission standards and other DoH or SHA performance management arrangements that are applicable.
- Be responsible for professional leadership and advice on Pharmaceutical Services provided by the Trust and fulfill the statutory role of Superintendent Pharmacist.

- Be responsible for the development of strategic plans for the Pharmaceutical Service and Medicines Management to ensure services provided are progressive, responsive and efficient.
- Co-ordinate and implement research and development activity in medicines management.
- Work with the pharmaceutical leads within, the Clinical Commissioning Groups; NHS Commissioning Board Local Area Team and the Commercial Support Units to deliver holistic medicines management outcomes
- Oversee the development and delivery of a safe, efficient, and cost effective, aseptic pharmacy facilities,
- Lead discussions with private sector service providers and suppliers to develop innovative solutions to support service delivery
- To oversee the management of the Trust subsidiary company, Pharmacy@QEHB Ltd, in the capacity of Managing Director
- To ensure that high quality corporate and divisional cost improvement initiatives are implemented deliver pharmacy related targets and priorities
- Implement medicines cost improvement programmes in collaboration with clinical and financial leads in the Divisions
- Develop innovative pharmacy service delivery partnerships and ensuring that the Trust is responsive to the pharmacy commissioning agenda.
- Provide professional and operational support to the West Midlands Pharmacy Alliance
- Oversee and develop the delivery of pharmacy services to other organisations

Statutory Professional Accountabilities

The scale and scope of this job is such that these introductory statements provide an indication of where post holders may need to be aware of their own limitations with respect to certain aspects of the pharmacy service at University Hospital Birmingham NHS Foundation Trust. They should be read in conjunction with the Person Specification.

Undertake all the roles and responsibilities of the Superintendent Pharmacist as required by all applicable legislation, including the Medicines Act 1968

Undertake the role of Accountable Officer responsible for ensuring the safe and effective use of controlled drugs within the organisation in accordance with the Controlled Drugs (Supervision of Management and Use) Regulations 2006. Through the development and implementation of systems for reviewing and monitoring the use of controlled drugs, taking appropriate action where concerns are raised and ensuring appropriate arrangements for inspections by external teams are in place.

Ensure that all pharmacy practice, including their own, is within the boundaries described within the latest version of the Medicines, Ethics and Practice issued by the Royal Pharmaceutical Society.

Ensure that all practice relating to medicines management throughout the Trust broadly complies with the current legislative framework and, where practice is found to be non-compliant, this is addressed through the relevant trust processes.

Ensure that the requirements of Good Manufacturing Practice and Good Laboratory Practice are complied with such that the Trust retains all statutory licenses it requires for its pharmaceutical manufacturing facilities.

Ensure that the requirements of Good Distribution Practice are complied with such that the trust retains all statutory licenses it requires to support the services it provides to other healthcare providers inside and outside of the NHS.

Ensure that the requirements of Investigational Medicines Products are complied with such that the trust retains all statutory licenses it requires to support the services it provides for pharmaceutical research studies

Ensure trust-wide compliance with new directives as they arise where medicinal products are involved.

KEY RESPONSIBILITIES

1 Strategy:

- 1.1 Interpret broad current and forthcoming clinical/professional policies, medicines legislation and NHS guidance to manage, develop and lead the vision for the Pharmacy and medicines management services within the context of the Trust's overall strategic direction.
- 1.2 Lead the planning, development and delivery of a modern approach to pharmacy services to the New Hospital, ensuring any proposed changes, including possible private sector arrangements, are in accordance with corporate and clinical governance requirements
- 1.3 Advise and discuss with the Divisional Management Team planned service developments both for the department, or that affect the department, so that they can be incorporated into the overall business plan and necessary resources and funding sources identified for the department. This will include overseeing the introduction of new information systems that support improved medicines management in the Trust.
- 1.4 Work closely with, and negotiate with, senior and executive officers within and outside the Trust (including consultant medical staff and Primary Care organisations) to realise opportunities and benefits to the health economy from joint working.
- 1.5 In accordance with overall professional guidance and NHS policy, ensure compliance with clinical governance standards in medicines management across the Trust.

2 Business planning and contracting:

- 2.1 Manage, develop and implement service level agreements (current value c. £450K), policies and contracts that specifically relate to the pharmacy or medicines management services including those that impact across and/or beyond the organisation.
- 2.2 Manage/reconcile conflicting views and differences of professional opinion with respect to medicines usage where a range of options are considered.
- 2.3 Formulate long term strategic plans relating to Trust wide medicines management services and policies.
- 2.4 Develop an annual plan for pharmacy services in consultation with the Divisional Management Team.
- 2.5 Liaise with Commissioners across Birmingham to ensure that the Trust Pharmacy service is delivered in a standardised manner, as required by its users.

3 Financial Management:

- 3.1 Manage pharmacy pay (current value c. £4.1M) and non-pay budget (current value £xM) to ensure they remain within current resources.
- 3.2 Manage income received from commercial and non-commercial research activities and ensure appropriate re-investment into the facilities and staff required to deliver the service
- 3.3 Ensure the economical purchasing, appropriate storage and distribution of pharmaceuticals in accordance with good medicines management practice, Trust SFI's and value for money.
- 3.4 Monitor drug usage and expenditure (currently c. £45M pa) and provide pharmaceutical advice to enable informed decisions to be taken on appropriate and effective drug therapy within given resources.
- 3.5 Pro-actively influence safe and effective drug therapy in conjunction with other clinical staff.

- 3.6 Identify possible cost reduction initiatives in medicines usage for presentation to the Medicines Management Advisory Group, and lead the pharmacy team in project managing the necessary changes/audit of savings.
- 3.7 Promote cost reduction initiatives within the service including the delivery of cost improvement targets without affecting the quality of the service provided.
- 3.8 Identify to the Divisional Management Team any cost pressures within the department, and advise on ways of dealing with such pressures.
- 3.9 Ensure that the medicines procurement section and other care services are managed to ensure financial probity and appropriate cost control.

4 Management of Service Delivery:

- 4.1 Actively manage pharmacy service delivery, making optimal use of resources available.
- 4.2 Provide professional pharmaceutical leadership of the pharmacy service (currently c. 150 wte) and to appropriate committees, working parties and project teams which may be set up and in operation in the Trust. This will include being a key member (Vice Chair /Chair) of the Trust Medicines Management Advisory Group.
- 4.3 Work with the Divisional Management Team and other key stakeholders to market the department and raise a positive internal and external profile.
- 4.4 Be responsible for ensuring that the provisions of the Health and Safety at Work Act are carried out within the Pharmacy Department, and ensure staff are appropriately trained/instructed in their responsibilities and provided with the necessary protective equipment to carry out their function.
- 4.5 Ensure delivery of a pharmacy service to comply with Trust policies and national standards.
- 4.6 To lead the Pharmacy Senior Management Team and ensure that functional heads are supported in developing and delivering their specific objectives.
- 4.7 Ensure that clear, safe protocols are in place for the prescribing, storage, dispensing and transport of pharmaceuticals

5 Human Resource Management:

- 5.1 Be responsible for the direct management of the senior pharmacy management team.
- 5.2 Instigate, and be responsible for, performance management within the department.
- 5.3 Continually review skill mix to be appropriate to service needs and professional standards in force at the time, reporting any deficits to the Divisional Management Team with proposals for corrective action.
- 5.4 Ensure that staff have adequate clinical supervision/mentorship and manage any poor performance actively with the Trust's policies and procedures framework.
- 5.5 Ensure that staff are aware of legal requirements and the Code of Ethics of the Royal Pharmaceutical Society and monitor their compliance.
- 5.6 Ensure that all Trust policies and procedures are adhered to at all times.
- 5.7 Recruit, develop and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the pharmaceutical service and achievement of the pharmacy business plan/Trust corporate objectives.
- 5.8 Implement new ways of working in Pharmacy and ensure liaison with the Trust's Clinical Service Development Team
- 5.9 Implement and further develop a new management structure and operational portfolio
- 5.10 Develop and implement a Pharmacy recruitment and retention policy supported by the Divisional HR Manager and Director of Operations.

6 Clinical Governance:

- 6.1 Be responsible for medicines management in the Trust, including associated Healthcare Standards and clinical governance of pharmaceutical services and clinical risk, and advise the Trust Board accordingly.
- 6.2 Develop the pharmacy services to pro-actively influence safe and cost-effective drug therapy in conjunction with clinical staff.
- 6.3 Ensure the Trust is compliant with and an evidence portfolio demonstrates compliance with the medicines management related standards developed by the Care Quality Commission and the NHS Litigation Authority.
- 6.4 Actively involve the Pharmacy Department in the delivery of Clinical Governance following the Trust-wide strategy.
- 6.5 Ensure practice is evidence based, shared, and, wherever possible, patient focussed.
- 6.6 Ensure that user views are accounted for in the planning and implementation of service delivery.
- 6.7 Implement and monitor national initiatives and directives.
- 6.8 Ensure that the Divisional Management Team and the Chief Operating Officer are made aware of any circumstances that would, or may, mitigate against safe standards of practice and advise on corrective action.
- 6.9 Ensure errors, complaints and incidents are managed within the Trust's guidelines.
- 6.10 Develop and maintain a mutually beneficial relationship with higher education institutions, in particular University of Aston School of Pharmacy, University of Birmingham Medical and Pharmacy Schools and other current and future local Schools of Pharmacy
- 6.11 Develop audit processes within the department to ensure that all legal, professional and service requirements are met.

7 Research and Development

- 7.1 Work closely with the UHBFT R&D team to support the development of the research portfolio.
- 7.2 To ensure timely provision of pharmacy services for the provision of medication required for the research studies.
- 7.3 To ensure safe and effective utilisation of medicines in research, including compliance with clinical trials legislation
- 7.4 Promote and co-ordinate research and development activity in medicines management.
- 7.5 Actively participate in Trust wide Clinical Audit, clinical trials and research and development. Supporting encourage other pharmacy staff in this area and liaise with other specialties/departments as necessary.
- 7.6 Establish an appropriate audit and feedback tool for evaluation and development of services in liaison with service users.
- 7.7 To ensure that the R & D activities of the department are appropriately directed and establish an R & D portfolio for the service.

8 Commercial Pharmacy Services

- 8.1 To work in collaboration with Divisional operational, financial and clinical leads to identify cost improvement strategies.
- 8.2 Lead on identifying and gaining support to implement rationalisation programmes
- 8.3 In collaboration with the Commercial Director, develop innovative solutions to deliver cost effective patient care; including the development of joint ventures via public private partnerships
- 8.4 Ensure that procurement practice supports the delivery of medicines management strategies
- 8.5 Provide professional and operational support to the West Midlands Pharmacy Alliance (WMPA) by identifying and tendering for collaborative procurement initiatives
- 8.6 Manage and jointly with procurement review WMPA contracts

- 8.7 Review contracts awarded by the Commercial Medicines Unit to ensure, were relevant, volume commitment based prices are secured
- 8.8 Ensure 'Patient Access Scheme' are managed appropriately and financial rebate is secured when applicable.
- 8.9 Identify 'Intellectual Property' which would be of value to other organisations
- 8.10 Provide support and appropriate resources, as required, for the commercial provision of the Trusts electronic prescribing system (PICs) to other organisations
- 8.11 To support the development of PICs via updates which will be of value to other NHS partners i.e. performance metrics for the clinical pharmacy service.
- 8.12 To identify opportunities to provide pharmacy service offerings to other organizations
- 8.13 To ensure that specialised services such as radiopharmacy, gene therapy etc are equipped to undertake commercial activity
- 8.14 To provide strategic and operational management of the Trusts wholly owned subsidiary; Pharmacy@QEHB Ltd
- 8.15 To develop and expand upon the commercial offerings delivered by Pharmacy@QEHB Ltd

9 Teaching:

- 9.1 Promote and support teaching, learning and personal development within the department.
- 9.2 Foster a culture of life long learning, to include provision for post-registration education, continuing professional education/development and vocational training of staff within pharmacy.
- 9.3 Develop relationships with Institutes of Higher and Further Education to develop Academic Practitioner posts

10 Personal Development:

- 10.1 The post holder will be expected to demonstrate compliance with GPhC CPD requirements and keep professionally updated at all times, including being actively aware of Trust wide issues and trends.
- 10.2 The post holder will have a personal professional development plan and identify training needs as required to the Director of Operations.
- 10.3 To have responsibility for ensuring a personal commitment to maintaining a high quality of service to patients by continual development or practice in the light of research evidence and by audit against clinically relevant standards.
- 10.4 Individual staff have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.
- 10.5 The post-holder must involve staff in the decision making process as part of the Trust's Partnership Agenda.

9 Key Liaisons to Meet Objectives:

- 9.1 Medical Director, Chief Operating Officer, Chief Nurse, Finance Director, Director of Corporate Affairs
- 9.2 Divisional Directors/Director of Operations.
- 9.3 Director of Operational Finance /Divisional Finance Managers
- 9.4 Associate Directors of Nursing
- 9.5 Clinical Governance Leads
- 9.6 Commercial Director
- 9.7 Head of Procurement
- 9.8 Group Managers
- 9.9 Clinical Service Leads
- 9.10 Statutory Professional and Training bodies
- 9.11 HR colleagues
- 9.12 Colleagues in other Trusts
- 9.13 Professional advisers in PCTs, SHAs and DoH
- 9.14 Senior executives from pharmacy automation and medicines suppliers, drug supply chain companies, and the pharmaceutical industry

University Hospital Birmingham NHS Trust (UHBT) Striving for Excellence in Healthcare

An Equal Opportunities Employer

UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST (UHBFT)

PERSON SPECIFICATION

Director of Pharmaceutical Services

ATTRIBUTES:

Education and Training

1. Masters degree in Pharmacy or Pharmaceutical Sciences
2. Member of the General Pharmaceutical Council (GPhC).
3. Hold relevant post-graduate qualification in pharmacy (e.g., clinical pharmacy).
4. Has relevant management qualification or demonstrable management skills from a portfolio of evidence
5. Evidence of commitment to continuing professional development

Experience

1. Ten years experience in the hospital pharmacy environment of which, in the last 5 years, at least 3 have been spent in a strategic leadership role within hospital pharmacy, or equivalent input to national strategies.
2. Within the last 8 years, experience as either a Chief Pharmacist of a large district general hospital or deputy chief pharmacist (or equivalent) at a teaching hospital, or equivalent input to national strategies.
3. Experience of managing substantial pharmacy budgets
4. Proven experience in developing and delivering a significant change agenda.
5. Evidence of personal involvement in operational management, clinical and technical pharmacy service provision.
6. Business planning with project and financial management

Specialist Skills

1. Good management skills and ability to lead and direct a large team.
2. Demonstrable HR skills.
3. Ability to analyse and interpret complex data.
4. IT competence in basic essential packages process evaluation skills
5. Good understanding of current pharmacy service issues and a sound knowledge of the future medicines management development agenda

Communication/Interpersonal Skills

1. Excellent leader and motivator of staff
2. Innovative thinker and leader
3. A team player with an inclusive management style
4. Excellent negotiator/influencer
5. Excellent written and oral presentation skills

Workplace context:

1. Significant service or organisational change achievements
2. Clear understanding of national pharmacy policy and standards
3. Good evidence of financial management and good value for money outcomes
4. Able to work on own initiative
5. Able to meet deadlines, prioritise and manage time

This is not intended to be an exhaustive list of responsibilities but more an outline framework against which the post holder and manager will have flexibility to develop and define the detail of the work undertaken.

All employees must adhere to and perpetuate Trust Policies and Procedures relating to:

Health and Safety

The Active Discouragement of Smoking at Work

The Equal Opportunities in Employment, including responsibilities under the Disability Discrimination Act 1995.

Your attention is drawn to the confidential nature of information collected with the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act.