

Dear

In response to your request dated 07 March 2014

In considering what information to provide in response to your request a balance has been struck between the Trusts legal obligations whilst at the same time protecting the personal data of Trust employees. Please see ICO guidance on public sector salaries how and when to disclose - <https://www.whatdotheyknow.com/request/139374/response/337362/attach/html/3/Salary%20Disclosure.pdf.html>

Please see info below and attached NB. JD is dated Nov'04

1. Chief Pharmacist – the member of staff does not wish to have their name disclosed
- 2 & 3. 8d. The salary range is publicly available - <http://www.nhscareers.nhs.uk/working-in-the-nhs/pay-and-benefits/agenda-for-change-pay-rates/>
4. Divisional Operations Director, Division for Children's Services, Diagnostics & Outpatients
5. Lead Pharmacist for Clinical Services, Lead Pharmacist for Operational Services, Pharmacy Information Systems Manager, Pharmacy Secretary, HIV Pharmacist, Antimicrobial Pharmacist, Community Health Services Technician.
6. JD attached.

Kind regards

James Woollam
Interim Information Governance Manager

DIRECTORATE OF DIAGNOSTIC AND EMERGENCY SERVICES

JOB DESCRIPTION

“Keeping the People of Hackney in the best of health; caring for our community, our staff and our hospital”

JOB TITLE:	Chief Pharmacist
GRADE:	G (with on-call commitment)
DIRECTORATE:	Diagnostic and Emergency Services
MANAGED BY:	General Manager
RESPONSIBLE TO:	Clinical Director
ACCOUNTABLE TO:	Chief Executive

JOB SUMMARY:

The pharmacy department aims to provide the hospital with high quality services which optimise the use of medicines. The chief pharmacist is responsible to the Board through the Clinical Director for safe and secure handling of medicines across the Trust. Other responsibilities include planning and organisation, service development, patient and client care, clinical governance and managing human resources and finance (within the department.) Professional leadership is also a key component of the role. The post holder represents the pharmacy service and the Trust and his/her individual expertise may require involvement with consulting and collaboration across departmental, directorate and organisational boundaries.

Key working relationships:

- Pharmacy Leads
- Senior Medical and Nursing Staff
- Trust Clinicians
- General manager – DES
- Clinical director
- Other Heads of Service
- Clinical Governance lead

DUTIES AND RESPONSIBILITIES

Planning and Organisation

To be responsible for the management of the Pharmacy Department, continuously reviewing operations to ensure that the staffing resource is put to best use to meet the needs of service users.

To represent the Trust on appropriate committees for pharmacy-related matters. To advise the Trust on all drug related developments that may have major implications for Trust services.

To ensure that quality assurance systems are reviewed regularly and that any off-site testing is regularly audited (to include aseptic preparation).

To ensure the provision of information on drug expenditure and activity reports for directorates/departments.

To liaise with consultant medical staff and drug company trial co-ordinators to provide pharmacy support for clinical trials

To organise effective communication channels within the Pharmacy and between Pharmacy and other disciplines/specialities within the Trust.

To ensure the effective provision of quality pharmacy services to the Primary Care Trust and the Mental Health Trust in accordance with the terms of the service level agreement. To negotiate the detail of service provision to ensure that the needs of this purchaser are met within the resources they have available.

To maintain safe systems of work at all times in compliance with Health and Safety at Work Legislation COSHH.

Participate in operational and on-call duties as required.

Service Development

As professional head of service, there is responsibility for reviewing strategy for pharmacy services within the Trust's business plans. Staffing levels should be reviewed and consideration given to the resources to ensure the development of clinical pharmacy services and objectives for pharmacy services outlined in the NHS plan.

To monitor the quality of service provided by Pharmacy, working to implement required changes to the quality of services.

To develop the pharmacy workforce in accordance with local and national strategies.

To work with the General Manager to develop and implement relevant and effective information and computer systems.

Take on specific management activities and projects for the Trust as requested and as consistent with this grade of post.

Patient and Client Care

To ensure that a Drug Formulary is produced, updated and reviewed as appropriate through active involvement of the Joint Prescribing and Medicines Management Group (JPG.)

To liaise with General Managers/Clinical Directors to develop and maintain roles for Clinical Pharmacists and pharmacy technicians as required by the groups. To provide cost information, Drug Usage Reviews information and information on cost effective use of drugs to Directorates and Care Groups as required.

To oversee management of ward pharmacy services and develop clinical pharmacy services in accordance with Trust priorities and service plans.

To devise policies which contribute to the Trust's effective medicines management.

Clinical Governance

To develop appropriate audits of pharmacy practice and participate in multidisciplinary audits.

To undertake or support pharmacy practice/medicines management research.

To liaise effectively with clinical colleagues, ensuring the services provided by the pharmacy most effectively meet the needs and priorities of patients, are high quality and in line with overall Trust objectives.

To provide advice to the Trust on managing the risks associated with medicines to ensure systems are in place for patient and staff safety.

Human Resources

To effectively recruit and induct new starters into the Trust's and the department's induction programme. Recruitment must be in accordance with the Trust's Recruitment and Selection policies and procedures.

To facilitate the personal and professional development of staff. This involves identifying training and development needs, providing suitable development opportunities and evaluating development actions in accordance with the Trust's appraisal and training procedures. The post holder is responsible for ensuring that all staff reporting immediately to him/her have agreed objectives each year in accordance with the Trust's Staff Development Policy and that each member of staff has a full review of their performance each year and interim reviews.

To ensure strategic use of StHA funding to develop staff recruitment, retention and skill mix initiatives which address national/local workforce shortages and service demands.

To monitor the level and standard of work undertaken by your staff and to guide, coach and advise them as appropriate. Provide briefing prior to and debriefing after all training and development activities.

To ensure staff sickness absence is managed proactively and effectively and that department sickness levels are within the corporate target.

Attend continuing education and training schemes relevant to the post.

The post holder must at all times carry out the duties of the post in accordance with the Trust's Equal Opportunities Policy and the guidelines relating to confidentiality and Data Protection.

Finance

To be responsible for the negotiation and planning for budget setting in conjunction with the directorate's Management Accountant, the General Manager and the Clinical Director.

To advise the Directorate Pharmacists on management and control of medicine budgets.

To act as purchasing pharmacist for Homerton University Hospital NHS Foundation Trust, ensuring that drug purchasing is undertaken in accordance with agreed and regularly reviewed protocols.

To monitor income and expenditure within the pharmacy budget ensuring efficient use of resources and financial control.

To contribute to cost improvement programmes.

To assist in the service level agreement negotiations for provision of pharmacy services to the Primary Care Trust and Mental Health Trust.

Signed: _____ Date: _____

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder.

All employees of the Trust are required to observe standards/guidelines relating to Equal Opportunities, Health and Safety, Confidentiality and Data Protection.

**HOMERTON UNIVERSITY HOSPITAL NHS FOUNDATION TRUST
PERSON SPECIFICATION FORM**

POST: Chief Pharmacist

**GRADE: G Grade
DATE: October 2004**

	ESSENTIAL	DESIRABLE
Education / Qualifications	<ul style="list-style-type: none"> • Qualified and registered pharmacist • Post graduate clinical qualification or formal management training • Evidence of current CPD 	
Skills/ Abilities	<ul style="list-style-type: none"> • Understand the role of pharmacy in relation to the Trust and the local health economy. • Proven ability to lead and motivate all pharmacy staff grades including pharmacists, pharmacy technicians, assistants and admin and clerical staff. • Budget management skills – pay and non-pay • Good communication skills – ability to communicate highly complex information at all levels of the organisation. • Skills for analysing information relating to medicines management, service issues, clinical governance and complaints. • Ability to respond positively to changing clinical needs • Negotiating skills 	
Experience	<ul style="list-style-type: none"> • Experienced in provision of pharmacy services in an acute hospital setting for at least 5 years • Provision of high quality services within agreed budgets • Staff management and staff development • Collaborative working with clinical and non-clinical colleagues • Resource management • Managing change to bring about operational improvements in the provision of pharmacy services • Experience of the implementation or use of IT systems to support and influence effective medicines management. 	Performing service reviews and development plans in other fields of service provision.
Knowledge	<ul style="list-style-type: none"> • Sound specialist knowledge of pharmacy services • Knowledge of 'A Spoonful of Sugar' and medicines management issues • Knowledge of general and human resource management issues • Development of extended roles for pharmacists pharmacy technicians and assistants 	Developments across the NHS, with an understanding of opportunities for pharmacy services.
Disposition	<ul style="list-style-type: none"> • Facilitative approach to staff management • Enthusiastic approach to changing and developing pharmacy services and the roles of pharmacy staff • Responsive to clinical requirements • Willing to take on new projects • Open and persuasive manner • A collaborative approach to working across boundaries to overcome barriers to service provision. • Co-operative approach and flexibility 	
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Commitment to training and development of staff 	Evidence of ongoing personal development and career progression, with a clear view of how this role fits with personal career planning.

Signed: _____ Position: _____