



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Senior Pharmacist Formulary Management & High-Cost Drugs
Pay Band:	8b
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Medical
Department:	Pharmacy & Medicines Management
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Chief Pharmacist
Professionally Accountable to:	Chief Pharmacist
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

Responsible for managing and developing the health economy's formularies.

Responsible for horizon scanning for new developments, managing the introduction of new drugs, driving the implementation of relevant national guidance (e.g. NICE, AWMSG) and providing assurance regarding compliance.

Responsible for managing primary care decision support software, including contract management.

Responsible for budget management including managing high-cost drug spend, implementation of Blueteq, management of rebates and the development and implementation of efficiency plans.

Key member of the Health Board's Value Based Commissioning Group and Area Prescribing Group.

Responsible for developing, implementing and monitoring shared care agreements and prescribing support documents.

Responsible for liaising with the many providers from which PTHB commissions secondary care services with regards to medicines and prescribing. Facilitating the development of professional networks and attending appropriate provider medicines committees (e.g. Area Prescribing/Drug and Therapeutics Committees).

Responsible for the development of commissioning policies relating to medicines and ensuring that these are embedded in contracts and implemented.

Responsible for managing medicines related aspects of care when patients/services are repatriated to PTHB from other providers.

Supporting the Individual Patient Funding Request (IPFR) panel.

Responsible for developing strategies to support improvements in medicines management, with the aim of reducing risk, improving quality and promoting cost effective prescribing across the whole health economy.

Providing highly complex and specialist pharmaceutical advice relating to professional, legal, prescribing and clinical issues to health care professionals.

Providing expert pharmacy/medicines management input into tendering processes.

Medicines Safety Officer

NICE Medicines and Prescribing Centre Associate.

Staff management (see structure).

Deputise for the Chief Pharmacist as appropriate.

DUTIES & RESPONSIBILITIES

Formularies/Policies/guidelines

Manage the Health Board's formularies, ensuring that they are fit for purpose, regularly reviewed and actively monitored (including compliance). Work with other members of the Medicines Management and Pharmacy Team to flag poor compliance and constructively challenge as appropriate.

Promote medicines use in line with local formularies, guidelines, commissioning policies, shared care agreements and prescribing support documents.

Develop position statements in relevant areas where there may be an absence of national guidance or leadership on areas of clinical or financial risk.

Ensure that Prescribing Guidelines, Commissioning Policies and other Medicines Optimisation policies/guidelines are appropriately developed, published and reviewed in a timely fashion across the entire treatment pathway.

Work closely with primary/secondary care colleagues to develop and conduct clinical audits to establish compliance with national and local medicines optimisation guidelines/policies.

Ensure the development and implementation of Medicines Optimisation policies which comply with current legislation and national/local guidance.

Manage the introduction of national guidance (e.g. NICE/AWMSG) and provide assurance of compliance with national timelines.

Provide evidence reviews in response to requests for additions to the formulary.

Responsible for working closely with key stakeholders including secondary care providers, Local Medical Committee, GP Practices etc to develop, implement and monitoring shared care agreements and prescribing support documents.

Horizon scanning

Proactively access and interpret horizon scanning information for new medicines to identify future trends in medicines usage (e.g. financial and pathway implications).

Decision Making processes

Ensure that robust governance processes are in place and followed to support all decisions relating to medicines.

Manage the governance process for new medicines, ensuring that appropriate decision-making processes are followed. Once approved, proactively manage their introduction into clinical practice, working closely with key stakeholders.

Key member of the Area Prescribing Group, working closely with other members and stakeholders to support its development.

Critically appraise complex clinical information and disseminate critical analyses to decision making groups and clinicians as appropriate.

Primary Care Decision Support Software

Manage Primary Care Decision Support Software (e.g. ScriptSwitch, OptimiseRx) and associated contracts, ensuring that the software is used to improve patient safety, improve formulary compliance and to deliver prescribing efficiencies.

Financial Management

Budget management - authorise payments, purchase supplies and hold delegated budgets.

Monitor and manage high-cost drug spend, providing assurance that spend is appropriate and that treatment is in line with national treatment criteria.

Work closely with finance, commissioning, contracting leads and provider organisations on all aspects of secondary care prescribing budgets, associated incentives and new developments.

Monitor and analyse the uptake of cost-effective, evidence based, high-cost medicines (e.g. biosimilars) within provider organisations, through highly specialised data, and constructively challenge poor performance where appropriate.

Implement Blueteq, working collaboratively with other Health Boards and English providers.

Ensure that the Health Board is benefitting from all available, appropriate, relevant rebates, Patient Access Schemes and Commercial Access Agreements. Develop, proactively implement and monitor efficiency plans relating to high-cost drugs and other relevant areas.

Key member, providing medicines optimisation expertise to the Value Based Healthcare Group.

Identify opportunities to disinvest or invest in medicines related services in line with the Value Based Healthcare agenda and deliver locally.

Commissioning

Responsible for liaising with commissioners and the many providers from which PTHB commissions secondary care services with regards to medicines and prescribing.

Responsible for ensuring there is appropriate oversight of homecare services for Powys patients.

Facilitate the development of professional networks and attend appropriate provider medicines committees (e.g. Area Prescribing/Drug and Therapeutics Committees).

Responsible for developing commissioning policies relating to medicines, ensuring that these are approved through appropriate decision-making governance processes and embedded in contracts and implemented.

Responsible for managing medicines related aspects of care when patients/services are repatriated to PTHB from other providers. Communicating with appropriate stakeholders and ensuring that the financial aspects are considered (e.g. repatriation of budgets).

Develop and maintain a database of HCD use across providers to identify unwarranted variation.

Expert advice

Provide clinical advice supporting the Individual Patient Funding Request (IPFR) panel.

Develop strategies to support improvements in medicines management, with the aim of reducing risk, improving quality and promoting cost effective prescribing across the whole health economy.

Provide highly complex and specialist pharmaceutical advice relating to professional, legal, prescribing and clinical issues to health care professionals.

Provide specialist pharmaceutical support to contracting and tendering processes.

Provide specialist pharmaceutical support to relevant groups, both internally and externally (e.g. Community Pharmacy Wales, Local Medical Committee, Controlled Drugs Local Intelligence Network) as required.

Medicines Safety

Medicines Safety Officer for the organisation - ensure that patient safety alerts relating to medicines and appropriate devices are implemented with efficiency and that a culture of reporting and learning from incidents is embedded across the organisation.

Responsible for the investigation of errors and complaints in own area of responsibility.

NICE Medicines and Prescribing Centre Associate

NICE Medicines and Prescribing Centre Associate – work collaboratively with NICE and the UK wide network of associates to support high quality, safe, cost-effective prescribing and medicines optimisation, reducing unwarranted variation in prescribing and keeping up to date with latest information.

Communication

Communicate highly complex and sensitive medicines-related information to patients/carers, members of the public as well as health and social care professionals.

Explain decisions that may sometimes be contentious to health and social care staff, patients, members of the public, members of the Welsh Senedd, as appropriate. This will require a high level of communication skills to overcome potential conflict.

Develop and provide regular reporting to the Chief Pharmacist to monitor the HCD spend.

Ensure appropriate, effective and timely production and dissemination of prescribing communications.

Manage individual patient prescribing problems identified by primary or secondary care with the requirement to deal with occasional distressing or emotional circumstances or conflict situations with patients and their family and carers.

Deliver education and training to prescribers (medical and non-medical), patients, and members of the wider healthcare team to promote high quality prescribing and the safe and effective use of medicines.

Provide responses to Freedom of Information requests where these relate to job role.

Other duties

Staff management (see structure).

Provide Medicines Optimisation advice to the Health Board's Safeguarding leads and Complaints Manager as required.

Actively promote the use of patient decision aids across the health economy and within commissioned services.

Work as a designated authorised witness for the destruction of controlled drugs.

Lead on specific projects as requested by the Chief Pharmacist and deputise for the Chief Pharmacist as appropriate.

Participate in 'On-Call' and flexible working arrangements as required.

Play an active part in recruitment and selection.

Induct new staff into the Medicines Optimisation team as appropriate.

Any other duties as agreed with the Chief Pharmacist.

Professionalism

Promote the profession of pharmacy at all times within all aspects of work.

Take professional accountability for own activity and decisions, guided by national protocols and legislation.

Highly self-motivated and to motivate and inspire others within all areas of work.

Responsible for managing own time, planning and organising workload or projects, and dealing with tasks and requests in a timely manner. This will necessitate the ability to manage the competing demands of day-to-day work with longer term priorities.

Work within the Information Governance Framework regarding patient confidentiality in line with GDPR requirements.

Maintain professional skills and knowledge by ensuring through self-directed learning, research and attendance at courses that would help in personal and service development.

Uphold values of GPhC, and work with others to ensure such values are maintained in local healthcare settings.

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Master's degree in Pharmacy or equivalent qualification</p> <p>Registration with the General Pharmaceutical Council</p> <p>Postgraduate qualification in clinical pharmacy or other relevant subject area</p> <p>Evidence of continuing professional development</p> <p>Competent in Microsoft Office applications and virtual platforms</p> <p>Wide therapeutics knowledge</p>	<p>Member of Royal Pharmaceutical Society, working towards faculty APF</p> <p>Good understanding of clinical epidemiology: expressions of difference, p values and confidence intervals</p> <p>Project Management experience</p>	<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Significant post graduate experience in Pharmacy (at least 5 years), including relevant specialist experience</p> <p>Experience of working in an NHS commissioning organisation</p> <p>Experience of NHS decision making processes</p> <p>Experience of guideline/policy development</p> <p>Knowledge and experience of NHS finances and funding flows</p> <p>Experience of working in a multidisciplinary environment</p> <p>Ability to work with/analyze data</p> <p>Experience of developing and delivering efficiency plans</p> <p>Experience of working across NHS boundaries</p>	<p>Experience of NHS contracting</p> <p>Experience/knowledge of primary care and primary care systems</p> <p>Experience of Blueteq</p>	<p>Application Form and Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude & Abilities	<p>Excellent communication skills and ability to vary interpersonal skills to meet the audience needs</p> <p>Excellent organisational skills</p> <p>Able to prioritise multiple competing demands</p> <p>Highly motivated, able to work alone as well as part of a team</p> <p>Excellent critical appraisal skills</p> <p>Able to analyse, interpret and present data, where information is limited/ open to differing opinions - and provide specialised pharmaceutical advice</p> <p>Able to influence change in clinical practice</p> <p>Able to plan and co-ordinate development of plans with long term horizons</p> <p>Able to communicate and influence best practice with clinicians and managers</p> <p>Able to work alone as well as part of a team</p>	Ability to speak Welsh	Interview Application Form
Values	Demonstrate PTHB Values		Interview Application Form
Other	<p>Ability to adapt to different working environments rapidly</p> <p>Able to work alone and as part of a team</p> <p>Ability to travel throughout Powys to attend meetings, events, seminars, etc, to meet the service needs</p>		Interview / Application Form

GENERAL REQUIREMENTS

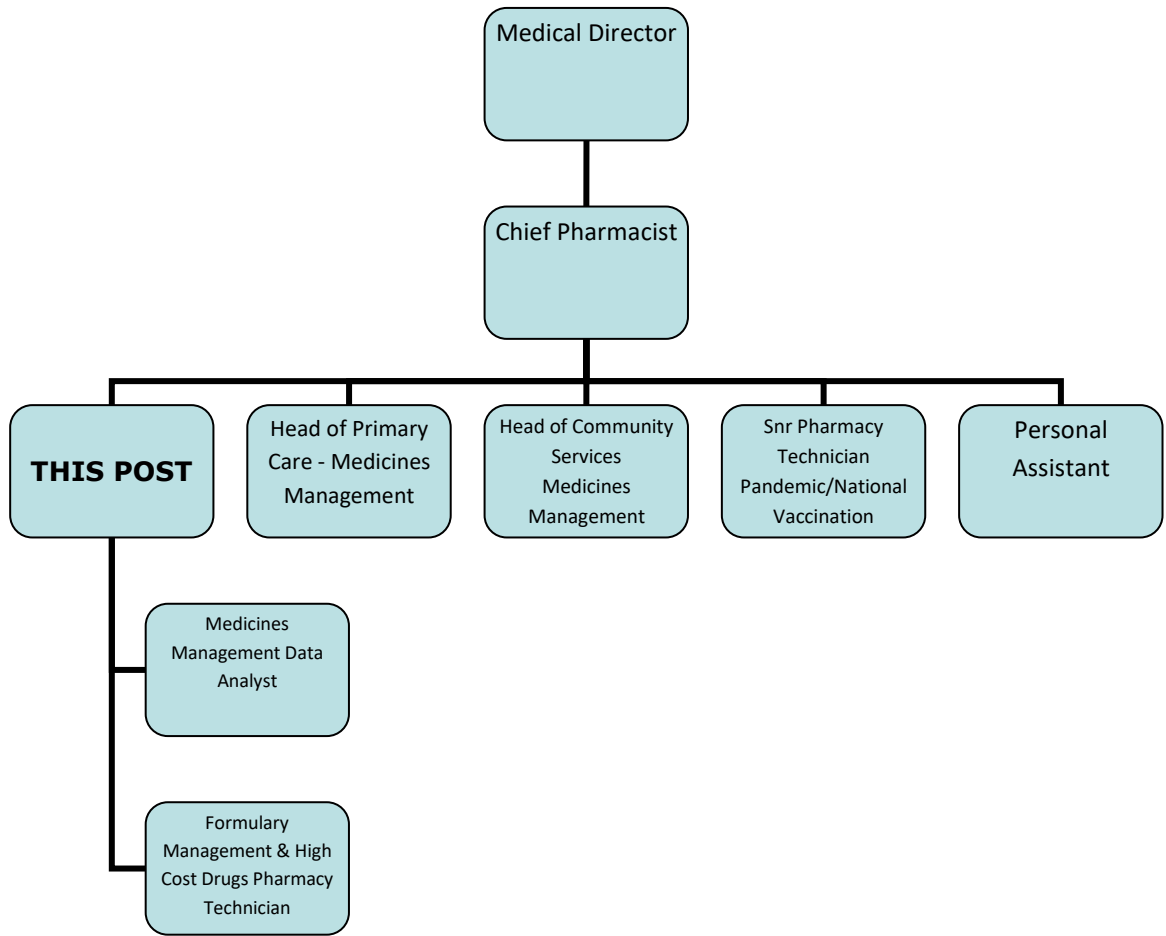
Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.


- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Uwch Fferyllydd Rheoli'r Llyfr Fformiwlâu a Chyffuriau Cost Uchel
Band cyflog:	8b
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Meddygol
Adran:	Fferylliaeth a Rheoli Meddyginiaethau
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Prif Fferyllydd
Yn Broffesiynol Atebol i:	Prif Fferyllydd
<u>GWERTHOEDD AC YMDDYGIAD</u>	
	<p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredeg a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p>

CRYNODEB O'R SWYDD / EI NOD :

Bod yn gyfrifol am reoli a datblygu llyfrau fformiwlâu yr economi iechyd.

Bod yn gyfrifol am sganio'r gorwel am ddatblygiadau newydd, gan reoli gwaith cyflwyno cyffuriau newydd, ysgogi rhoi canllawiau cenedlaethol perthnasol ar waith (e.e. NICE, Grŵp Strategaeth Meddyginiaethau Cymru Gyfan) a rhoi sicrwydd ynglŷn â chydymffurfio.

Bod yn gyfrifol am reoli meddalwedd cefnogi penderfyniadau gofal sylfaenol, gan gynnwys rheoli contractau.

Bod yn gyfrifol am reoli'r gyllideb, gan gynnwys rheoli gwariant ar gyffuriau cost uchel, rhoi Blueteg ar waith, rheoli ad-daliadau a datblygu a gweithredu cynlluniau effeithlonrwydd.

Bod yn aelod allweddol o Grŵp Comisiynu Seiliedig ar Werth a Grŵp Presgripsiynu Ardal y Bwrdd Iechyd.

Bod yn gyfrifol am ddatblygu, gweithredu a monitro cytundebau gofal ar y cyd a dogfennau cefnogi presgripsiynu.

Bod yn gyfrifol am gysylltu â llawer o ddarparwyr y mae BIAP yn comisiynu gwasanaethau gofal eilaidd ganddyn nhw o ran meddyginiaethau a phresgripsiynu. Hwyluso gwaith datblygu rhwydweithiau proffesiynol a mynychu pwyllgorau meddyginiaethau darparwyr priodol (e.e. Pwyllgorau Presgripsiynu Ardal/ Cyffuriau a Therapiwteg).

Bod yn gyfrifol am ddatblygu polisiau comisiynu sy'n ymwneud â meddyginiaethau a sicrhau bod y rhain yn cael eu gwreiddio mewn contractau a'u rhoi ar waith.

Bod yn gyfrifol am reoli meddyginiaethau sy'n gysylltiedig ag agweddau ar ofal pan fo cleifion/ gwasanaethau'n cael eu dwyn yn ôl i BIAP oddi wrth ddarparwyr eraill.

Cefnogi'r panel Ceisiadau Cyllido Cleifion Unigol.

Bod yn gyfrifol am ddatblygu strategaethau i gefnogi gwelliannau mewn rheoli meddyginiaethau, â'r nod o leihau risg, gwella ansawdd a hybu presgripsiynu cost-effeithiol ledled yr economi iechyd gyfan.

Rhoi cyngor fferyllol hynod gymhleth ac arbenigol ynglŷn â materion proffesiynol, cyfreithiol, presgripsiynu a chlinigol i weithwyr gofal iechyd proffesiynol.

Darparu mewnbwn arbenigol o ran fferylliaeth/ rheoli meddyginiaethau i brosesau tendro.

Bod yn Swyddog Diogelwch Meddyginiaethau.

Bod yn Gydymaith Canolfan Meddyginiaethau a Phresgripsiynu NICE.

Rheoli staff (gweler y strwythur).

Bod yn ddirprwy ar gyfer y Prif Fferylllydd, fel bo'n briodol.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Llyfrau Fformiwlâu/ Polisiâu/ Canllawiau

Rheoli llyfrau fformiwlâu y Bwrdd Iechyd, gan sicrhau eu bod yn addas i'r diben, yn cael eu hadolygu'n rheolaidd ac yn cael eu monitro (gan gynnwys cydymffurfiad). Gweithio gydag aelodau eraill y Tîm Rheoli Meddyginiaethau a Fferylliaeth i ddwyn sylw at gydymffurfio gwael a herio'n adeiladol, fel bo'n briodol.

Hybu defnyddio meddyginiaethau yn unol â llyfrau fformiwlâu lleol, canllawiau, polisiâu comisiynu, cytundebau gofal ar y cyd a dogfennau cefnogi presgripsiynu.

Datblygu datganiadau o sefyllfa mewn meysydd perthnasol lle bo'n bosibl nad oes yna arweinyddiaeth neu ganllawiau cenedlaethol ynglŷn â meysydd risg glinigol neu ariannol.

Sicrhau bod Canllawiau Presgripsiynu, Polisiâu Comisiynu a pholisiâu/canllawiau Optimeiddio Meddyginiaethau'n cael eu datblygu, eu cyhoeddi a'u hadolygu'n briodol mewn modd amserol ar draws y llwybr trin cyfan.

Gweithio'n agos â chydweithwyr gofal sylfaenol/ eilaidd i ddatblygu a chynnal archwiliadau clinigol i sefydlu cydymffurfiad â chanllawiau/ polisiâu cenedlaethol a lleol ynglŷn ag optimeiddio meddyginiaethau.

Sicrhau bod polisiâu Optimeiddio Meddyginiaethau, sy'n cydymffurfio â deddfwriaeth a chanllawiau cenedlaethol/ lleol cyfredol, yn cael eu datblygu a'u rhoi ar waith.

Rheoli gwaith cyflwyno canllawiau cenedlaethol (e.e. NICE/ Grŵp Strategaeth Meddyginiaethau Cymru Gyfan) a rhoi sicrwydd ynglŷn â chydymffurfio â llinellau amser cenedlaethol.

Darparu adolygiadau o dystiolaeth mewn ymateb i geisiadau am ychwanegiadau at y llyfr fformiwlâu.

Bod yn gyfrifol am weithio'n agos â rhanddeiliaid allweddol, gan gynnwys darparwyr gofal eilaidd, Pwyllgor Meddygol Lleol, meddygfeydd ac ati, i ddatblygu, gweithredu a monitro cytundebau gofal ar y cyd a dogfennau cefnogi presgripsiynu.

Sganiao'r gorwel

Mynd ati'n rhagweithiol i gyrchu a dehongli gwybodaeth sganiao'r gorwel am feddyginiaethau newydd er mwyn nodi tueddiadau mewn defnyddio meddyginiaethau yn y dyfodol (e.e. goblygiadau ariannol ac o ran llwybrau).

Prosesau Penderfynu

Sicrhau bod prosesau llywodraethu cadarn ar waith a'u bod yn cael eu dilyn i gefnogi'r holl benderfyniadau sydd a wnelo â meddyginiaethau.

Rheoli'r broses lywodraethu ar gyfer meddyginiaethau newydd, gan sicrhau bod prosesau penderfynu priodol yn cael eu dilyn. Unwaith y mae'r meddyginiaethau wedi'u cymeradwyo, mynd ati'n rhagweithiol i reoli eu cyflwyno i mewn i arfer clinigol, gan weithio'n agos â rhanddeiliaid allweddol.

Bod yn aelod allweddol o'r Grŵp Presgripsiynu Ardal, gan weithio'n agos ag aelodau a rhanddeiliaid eraill i gefnogi ei ddatblygu.

Gwerthuso gwybodaeth glinigol gymhleth yn feirniadol a lledaenu dadansoddiadau beirniadol i glinigwyr a grwpiau sy'n gwneud penderfyniadau, fel bo'n briodol.

Meddalwedd Cefnogi Penderfyniadau Gofal Sylfaenol

Rheoli Meddalwedd Cefnogi Penderfyniadau Gofal Sylfaenol (e.e. ScriptSwitch, OptimiseRx) a chontractau cysylltiedig, gan sicrhau bod y feddalwedd yn cael ei defnyddio i wella diogelwch cleifion, gwella'r cydymffurfio â'r llyfr fformiwlâu a chyflawni arbedion effeithiolrwydd presgripsiynu.

Rheolaeth Ariannol

Rheoli'r gyllideb – awdurdodi taliadau, prynu cyflenwadau a dal cyllidebau dirprwyedig.

Monitro a rheoli gwariant ar gyffuriau cost uchel, gan roi sicrwydd bod y gwariant yn briodol a bod triniaeth yn unol â'r meini prawf trin cenedlaethol.

Gweithio'n agos ag arweinwyr cyllid, comisiynu a chontractio a sefydliadau darparwyr ar bob agwedd ar gyllidebau presgripsiynu gofal eilaidd, cymelliannau cysylltiedig a datblygiadau newydd.

Monitro a dadansoddi'r rheini sy'n manteisio ar feddyginiaethau cost-effeithiol, seiliedig ar dystiolaeth, cost uchel (e.e. meddyginiaethau biodebyg) o fewn sefydliadau darparwyr, trwy ddata hynod arbenigol, a herio perfformiad gwael yn adeiladol, lle bo'n briodol.

Rhoi Blueteg ar waith, gan gydweithio â Byrddau Iechyd eraill a darparwyr yn Lloegr.

Sicrhau bod yr holl ad-daliadau perthnasol a phriodol sydd ar gael, Cynlluniau Mynediad Cleifion a Chytundebau Mynediad Masnachol o fudd i'r Bwrdd Iechyd. Datblygu, gweithredu a monitro'n rhagweithiol cynlluniau effeithlonrwydd sy'n ymwneud â chyffuriau cost uchel a meysydd perthnasol eraill.

Bod yn aelod allweddol o'r Grŵp Gofal Iechyd Seiliedig ar Werth, gan ddarparu arbenigedd ynglŷn ag optimeiddio meddyginiaethau iddo.

Nodi cyfleoedd i ddadfuddsoddi neu fuddsoddi mewn gwasanaethau sy'n gysylltiedig â meddyginiaethau, yn unol â'r agenda Gofal Iechyd Seiliedig ar Werth, a'u cyflenwi'n lleol.

Comisiynu

Bod yn gyfrifol am gysylltu â chomisiynwyr a llawer o ddarparwyr y mae BIAP yn comisiynu gwasanaethau gofal eilaidd ganddyn nhw o ran meddyginiaethau a phresgripsiynu.

Bod yn gyfrifol am sicrhau bod gwasanaethau gofal cartref yn cael eu goruchwyllo'n briodol ar gyfer cleifion Powys.

Hwyluso gwaith datblygu rhwydweithiau proffesiynol a mynychu pwyllgorau meddyginiaethau darparwyr priodol (e.e. Pwyllgorau Presgripsiynu Ardal/ Cyffuriau a Therapiwteg).

Bod yn gyfrifol am ddatblygu polisiau comisiynu sy'n ymwneud â meddyginiaethau, gan sicrhau bod y rhain yn cael eu cymeradwyo trwy brosesau llywodraethu penderfyniadau priodol ac yn cael eu gwreiddio mewn contractau a'u rhoi ar waith.

Bod yn gyfrifol am reoli meddyginiaethau sydd a wnelo ag agweddau ar ofal pan fo cleifion/ gwasanaethau'n cael eu dwyn yn ôl i BIAP oddi wrth ddarparwyr eraill. Cyfathrebu â rhanddeiliaid priodol a sicrhau bod yr agweddau ariannol yn cael eu hystyried (e.e. dychweliad cyllidebau).

Datblygu a chynnal cronfa ddata o'r defnydd o gyffuriau cost uchel ar draws darparwyr i nodi amrywiad direswm.

Cyngor arbenigol

Darparu cyngor clinigol sy'n cefnogi'r panel Ceisiadau Cyllido Cleifion Unigol.

Datblygu strategaethau i gefnogi gwelliannau mewn rheoli meddyginiaethau, â'r nod o leihau risg, gwella ansawdd a hybu presgripsiynu cost-effeithiol ledled yr economi iechyd gyfan.

Rhoi cyngor fferyllol hynod gymhleth ac arbenigol ynglŷn â materion proffesiynol, cyfreithiol, presgripsiynu a chlinigol i weithwyr gofal iechyd proffesiynol.

Darparu cefnogaeth fferyllol arbenigol i brosesau contractio a thendro.

Darparu cefnogaeth fferyllol arbenigol i grwpiau perthnasol, yn rhai mewnol ac allanol (e.e. Fferylliaeth Gymunedol Cymru, Pwyllgor Meddygol Lleol, Rhwydwaith Gwybodaeth Leol ar Gyffuriau a Reolir) yn ôl y galw.

Diogelwch Meddyginiaethau

Bod yn Swyddog Diogelwch Meddyginiaethau ar gyfer y sefydliad - sicrhau bod rhybuddion diogelwch cleifion sy'n ymwneud â meddyginiaethau a dyfeisiau priodol yn cael eu rhoi ar waith yn effeithlon a bod diwylliant o adrodd ar ddigwyddiadau a dysgu ohonyn nhw wedi'i wreiddio ledled y sefydliad.

Bod yn gyfrifol am ymchwilio i gamgymeriadau a chwynion yn eich maes cyfrifoldeb eich hun.

Cydymaith Canolfan Meddyginiaethau a Phresgripsiynu NICE

Bod yn Gydymaith Canolfan Meddyginiaethau a Phresgripsiynu NICE – cydweithio â NICE a rhwydwaith cymdeithion DU-eang i gefnogi presgripsiynu o ansawdd uchel, diogel a chost-efeithiol ac optimeiddio meddyginiaethau, gan leihau amrywiad direswm wrth bresgripsiynu, a sicrhau'r wybodaeth ddiweddaraf am hyn.

Cyfathrebu

Cyfathrebu gwybodaeth hynod gymhleth a sensitif sy'n ymwneud â meddyginiaethau i gleifion/ gofalwyr, aelodau'r cyhoedd yn ogystal â gweithwyr iechyd a gofal cymdeithasol proffesiynol.

Esbonio penderfyniadau sydd weithiau'n gallu bod yn gynhennus i staff iechyd a gofal cymdeithasol, cleifion, aelodau'r cyhoedd, aelodau Senedd Cymru, fel bo'n briodol. Bydd hyn yn galw am gryn sgiliau cyfathrebu i oresgyn gwrthdaro posibl.

Datblygu a darparu adroddiadau rheolaidd i'r Prif Fferylllydd i fonitro'r gwariant ar gyffuriau cost uchel.

Sicrhau bod cyfathrebiadau ynglŷn â phresgripsiynu'n cael eu cynhyrchu a'u lledaenu'n briodol, yn effeithiol ac yn amserol.

Rheoli problemau cleifion unigol o ran presgripsiynu y mae gofal sylfaenol neu eilaidd yn eu nodi, sy'n galw am ddelio ag amgylchiadau gofidus neu emosiynol neu sefyllfaoedd lle ceir gwrthdaro o bryd i'w gilydd gyda chleifion a'u teuluoedd a'u gofalwyr.

Cyflenwi addysg a hyfforddiant i bresgripsiynwyr (meddygol ac anfeddygol), cleifion ac aelodau'r tîm gofal iechyd ehangach i hybu presgripsiynu o ansawdd uchel a defnydd diogel ac effeithiol o feddyginiaethau.

Ymateb i geisiadau Rhyddid Gwybodaeth lle bo'r rhain ym ymwneud â rôl y swydd.

Dyletswyddau eraill

Rheoli staff (gweler y strwythur).

Cynghori ar Optimeiddio Meddyginiaethau i arweinwyr Diogelu'r Bwrdd Iechyd a'r Rheolwr Cwynion, yn ôl y galw.

Mynd ati i hybu defnyddio cymhorthion penderfynu ar gyfer cleifion ar draws yr economi iechyd ac o fewn gwasanaethau a gomisiynir.

Gweithio fel tyst awdurdodedig dirprwyedig ar gyfer dinistrio cyffuriau a reolir.

Arwain prosiectau penodol yn unol â chais y Prif Fferylllydd a bod yn ddirprwy ar gyfer y Prif Fferylllydd, fel bo'n briodol.

Cymryd rhan mewn trefniadau 'Ar-Alwad' a gweithio hyblyg, yn ôl y galw.

Chwarae rhan weithredol mewn recriwtio a dethol staff.

Cynefino staff newydd i'r tîm Optimeiddio Meddyginiaethau, fel bo'n briodol.

Unrhyw ddyletswyddau eraill y cytunir arnyn nhw â'r Prif Fferylllydd.

Proffesiynoldeb

Hybu'r proffesiwn fferylliaeth bob amser ym mhob agwedd ar y gwaith.

Cymryd atebolrwydd proffesiynol am eich gweithgarwch a'ch penderfyniadau eich hun, yn unol â deddfwriaeth a phrotocolau cenedlaethol.

Bod llawn cymhelliant a chymell ac ysbrydoli eraill o fewn pob maes gwaith.

Bod yn gyfrifol am reoli'ch amser eich hun, cynllunio a threfnu'ch llwyth gwaith neu'ch prosiectau a delio â thasgau a cheisiadau'n brydlon. Bydd hyn yn galw am allu rheoli galwadau gwaith sy'n cystadlu o ddydd i ddydd gyda blaenoriaethau tymor hir.

Gweithio o fewn y Fframwaith Llywodraethu Gwybodaeth ynglŷn â chyfrinachedd cleifion, yn unol â gofynion GDPR.

Cynnal gwybodaeth a sgiliau proffesiynol trwy ddysgu hunangyfeiriedig, ymchwilio a mynychu cyrsiau a fyddai'n helpu â datblygiad personol a datblygiad y gwasanaeth.

Gweithredu'n unol â gwerthoedd y Cyngor Fferyllol Cyffredinol a gweithio gydag eraill i sicrhau bod y gwerthoedd hyn yn cael eu cynnal mewn lleoliadau gofal iechyd lleol.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Gradd Meistr mewn Fferylliaeth neu gymhwyster cyfwerth</p> <p>Cofrestriad â'r Cyngor Fferyllol Cyffredinol</p> <p>Cymhwyster ôl-raddedig mewn fferylliaeth glinigol neu faes pwnc perthnasol arall</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus</p> <p>Gallu defnyddio cymwysiadau Microsoft Office a phlatfformau rhithwir</p> <p>Gwybodaeth eang o therapiwteg</p>	<p>Aelod o'r Gymdeithas Fferyllol Frenhinol, yn gweithio tuag at allueddau'r Fframwaith Fferylliaeth Uwch</p> <p>Dealltwriaeth dda o epidemioleg glinigol: datganiadau o wahaniaeth, gwerthoedd p a chyfyngau hyder</p> <p>Profiad o Reoli Prosiectau</p>	<p>Gwiriadau cyn cyflogi</p> <p>Ffurflen Gais</p>
Profiad	<p>Profiad ôl-raddedig sylweddol mewn Fferylliaeth (o leiaf 5 mlynedd), gan gynnwys profiad arbenigol perthnasol</p> <p>Profiad o weithio mewn sefydliad comisiynu'r GIG</p> <p>Profiad o brosesau penderfynu'r GIG</p> <p>Profiad o ddatblygu canllawiau/ polisiau</p> <p>Gwybodaeth a phrofiad o gyllid y GIG a llifau ariannu</p> <p>Profiad o weithio mewn amgylchedd amlddisgyblaeth</p> <p>Gallu gweithio gyda/ dadansoddi data</p> <p>Profiad o ddatblygu a chyflawni cynlluniau effeithlonrwydd</p> <p>Profiad o weithio ar draws ffiniau'r GIG</p>	<p>Profiad o gontractio yn y GIG</p> <p>Profiad/ gwybodaeth o ofal sylfaenol a systemau gofal sylfaenol</p> <p>Profiad o Blueteq</p>	<p>Ffurflen Gais a Chyfweliad</p>

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	<p>Sgiliau cyfathrebu rhagorol a gallu amrywio sgiliau rhyngpersonol i ddiwallu anghenion y gynulleidfa</p> <p>Sgiliau trefnu rhagorol</p> <p>Gallu blaenoriaethu nifer o alwadau sy'n cystadlu</p> <p>Llawn cymhelliant, a gallu gweithio ar eich pen eich hun yn ogystal ag fel rhan o dîm</p> <p>Sgiliau arfarnu beirniadol rhagorol</p> <p>Gallu dadansoddi, dehongli a chyflwyno data, lle bo'r wybodaeth yn gyfyngedig/ yn agored i wrthdaro mewn barn – a darparu cyngor fferyllol arbenigol</p> <p>Gallu dylanwadu ar newid mewn arfer clinigol</p> <p>Gallu cynllunio a chydlynu gwaith datblygu cynlluniau â gorwelion tymor hir</p> <p>Gallu cyfathrebu a dylanwadu ar arfer gorau gyda chlinigwyr a rheolwyr</p> <p>Gallu gweithio ar eich pen eich hun yn ogystal ag fel rhan o dîm</p>	Gallu siarad Cymraeg	Cyfweliad Ffurflen Gais
Gwerthoedd	Dangos Gwerthoedd BIAP		Cyfweliad Ffurflen Gais
Arall	<p>Gallu addasu i amgylcheddau gweithio gwahanol yn gyflym</p> <p>Gallu gweithio ar eich pen eich hun ac fel rhan o dîm</p> <p>Gallu teithio ledled Powys i fynychu cyfarfodydd, digwyddiadau, seminarau ac ati, i ddiwallu anghenion y gwasanaeth</p>		Ffurflen Gais a Chyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwmo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.
- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.

- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchoddedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchoddedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogeion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **gyswllt uniongyrchol** â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd gofyn ichi ymgeisio am Wiriad Datgelu Manylach y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.

- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.
- **Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd-ddisgrifiad a Manyleb y Person hyn, ac mae'n bosibl y caiff y rhain eu newid gyda chytundeb y naill a'r llall o bryd i'w gilydd.

Siart Sefydliadol:

