



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Principal Pharmacist: Head of Primary Care Medicines Management
Pay Band:	8c
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Medical Directorate
Department:	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 Primary Care Pharmaceutical services (Community Pharmacy and dispensing GP practices) and Primary Care Medicines Management in Powys. Develop and implement Health Board strategy for Primary Care Medicines Management services. Ensure safe, effective, evidence-based and cost-effective Primary Care prescribing.

Manage the day-to-day operation of the Primary Care Medicines Management Team and implement Pharmacy and Medicines Management policies, guidelines, procedures across the Health Board.

Be the Health Board professional lead for Community Pharmacy leading on the development, management and monitoring of the Pharmaceutical Needs Assessment (PNA), Community Pharmacy Contract and commissioned services delivered by community pharmacy contractors.

Commission and monitor Community Pharmacy NHS commissioned services, ensuring that both are safe and effective and delivered in accordance with the NHS Wales Community Pharmacy Regulations & Commissioning Framework. Responsible for managing the Community Pharmacy contractual framework budget and ensure spending is in line with Health Board priorities.

Facilitate continuous improvement initiatives through reviewing and collaborative working with other team leaders in the Health Board.

Deputise for the Chief Pharmacist with the delegated authority to act in their absence.

Contribute to the training and education for health care professionals.

DUTIES & RESPONSIBILITIES

Community Pharmacy

Responsible for being the principal source of advice, clinical and professional support in respect of Community Pharmacy services across the Health Board. Providing expert advice to the Executive Directors and members of the Senior Management Team as required.

Responsible for the strategic development and delivery of Community Pharmacy services across the Health Board, ensuring that high quality services that meet the Health Board's statutory duties are available to the whole of the local population on an equitable basis.

Represent the Health Board at national Community Pharmacy meetings such as the Community Pharmacy contract negotiations and the National Enhanced Services Delivery Board.

ESR Position Number: Cyf ESR.: 49808300 - Approval Date: Dyddiad Cymeradwyo: 08/04/2025

Co-ordinate, support and liaise with Community Pharmacists on local initiatives and new services for the residents of Powys.

Responsible for monitoring the operational and professional delivery, of Community Pharmacy services in accordance with NHS Wales Community Pharmacy contractual framework, identifying areas for improvement and poor performance and supporting contractors to deliver their contract.

Work with stakeholders to develop, publish and update the Health Board's Pharmaceutical Needs Assessment (PNA) in line with The NHS (Pharmaceutical Services) Regulations 2020.

Identify, plan and implement service improvements for Community Pharmacy services, focusing on improving patient experience & outcomes, ensuring evidence based, cost-effective use of resources and reducing the potential for harm and waste.

Attend cluster and collaborative meetings as the Health Board's professional lead for Community Pharmacy and support the development of relevant project proposals from collaboratives.

Liaise with contractors, representative bodies (Community Pharmacy Wales), Welsh Government and the General Pharmaceutical Council where appropriate to ensure safe and effective delivery of Community Pharmacy services.

Responsible for the timely response/investigation of temporary closures, dispensing incidents and applications from pharmacy contractors to change opening hours. Providing advice to PTHB residents about local services and responding to enquiries or complaints about Pharmacy services or treatment.

Consider applications to be included in, and applications for amendments to the Health Board Pharmaceutical List in accordance with the current NHS Wales regulations as a member of the Health Board panel.

Chair the Powys Community Pharmacy Forum, a collaboration between Community Pharmacy Wales, The Company Chemists' Association, independent contractors and the Health Board, ensuring pharmacy contractors are supported to deliver high quality services in Powys.

Contribute to both national and local community pharmacy enhanced services portfolios by producing, reviewing and updating Patient Group Directions, service specifications and service level agreements.

Primary Care Prescribing

Ensure robust repeat prescribing systems are implemented effectively.

ESR Position Number: Cyf ESR.: 49808300 - Approval Date: Dyddiad Cymeradwyo: 08/04/2025

Advise on national and local prescribing indicators and implement change where necessary.

Audit current prescribing practice against national or locally determined standards and develop audits for other health care professionals to use within their practice.

Develop, implement and monitor the annual prescribing incentive scheme and provide practices with regular progress reports.

Analyse complex, sensitive and potentially contentious prescribing data at Prescriber, Practice, Health Board and national level to influence prescribing practice and facilitate implementation of local and national guidance.

Work with stakeholders to develop Health Board treatment protocols, shared care protocols and care pathways.

Plan, arrange and prepare documentation for presentation at the GP prescribing review meetings and Cluster meetings.

Responsible and accountable for the management of the Primary Care prescribing budget. Support the Health Board to meet its statutory obligation of delivering a balanced budget at the end of each financial year. Advise GP Practices on prescribing expenditure, reducing costs where appropriate without detriment to patient care.

Monitor Primary Care prescribing by producing expenditure reports, summarizing complex prescribing data and horizon scanning.

Administer and support compliance with Dispensary Services Quality Scheme regulations by dispensing GP practices.

Manage prescribing related conflict in relation to potentially challenging patients and/or health care professionals.

Monitor Primary Care controlled drugs prescribing, ensure that systems are in place to challenge any potentially inappropriate prescribing and provide quarterly reports as a core member of the Controlled Drugs Local Intelligence Network.

Ensure that robust systems are in place to monitor Primary Care antimicrobial prescribing and challenge any potentially inappropriate prescribing. Provide quarterly reports as a core member of the Antimicrobial Stewardship Group.

Ensure Primary Care participation in annual antimicrobial stewardship campaigns.

Work in collaboration with the Health Board's Primary Care and finance teams to ensure that any service level agreements relating to the delivery of Medicines Management services in Primary Care are updated annually and performance managed to provide assurance that they are delivering high quality services that improve patient outcomes and demonstrate value for money.

Work with stakeholders to ensure that medicines-related enhanced services delivered by GMS contractors are updated, appropriately commissioned and regularly audited.

Information and Communication

Receive and respond to enquiries regarding patient care from all grades of Health or Social Care professionals e.g. urgent requests for advice regarding drug doses for individual patients.

Communicate and ensure that health care professionals in the Health Board are aware of any medical alerts, national public health circulars, recalls and CSM warnings.

Analyse and critically evaluate information from a variety of sources to independently provide drug, therapeutic and pharmaceutical information to health care professionals and develop Health Board guidelines/policies.

Use own experience and judgement as well as multiple reference sources to autonomously provide advice for health care professionals and patients / members of the public. Advice may be required when evidence is conflicting, there is no obvious solution or where published guidance differs from Health Board priorities. Ensure all advice is provided in accordance with established professional and ethical standards.

Produce communications which will be presented to a range of audiences and ensuring that the communication is appropriate in respect of mode of delivery and audience. Produce Health Board wide communications, development of presentations, extrapolating and presenting detailed report information, development of business cases and Board level papers.

Produce high-quality written communication including reports for the wider use including Health Boards, Welsh Government, and associated subgroups to present complex information to influence the delivery and achievement of projects and programs.

Contribute to the development and implementation of the department's integrated mid-term plan (IMTP).

Contribute to Health Board responses to Freedom of Information requests relating to Medicines Management.

Contribute to the development, implementation and updating of the Health Board's Drugs and Therapeutics Formulary.

Review, maintain and update the Health Board's prescribing decision support software content.

Develop, co-ordinate and support/undertake Medicines Management projects in the Health Board.

Negotiate with stakeholders and/or complete applications to secure funding for new Medicine Management initiatives. Develop and implement an annual Primary Care Medicines Management work plan and quality improvement and cost-efficiency plan.

Develop robust systems to disseminate medicines safety information and ensure that appropriate actions are taken and documented.

Analyse medicines incident reports submitted via the 'Once for Wales Concerns Management System' and ensure that learning is cascaded across the Health Board as appropriate.

Staff Management and Development

Line management and supervision of Medicines Management Pharmacists, Pharmacy Technicians and other healthcare professionals. Review progress of team members' objectives and development plans through regular meetings. Participate in/lead the recruitment and selection of new members of Pharmacy staff. Manage sickness and absences of team members including return to work, informal and formal sickness interviews.

Undertake the Health Board's annual performance, development and review process for managed staff; objective setting, appraisal, and personal and career development of team members, reviewing objectives set in the previous year. Identify performance related issues and discuss these with staff, highlighting any areas of concern to the Chief Pharmacist.

Service Governance

Undertake risk assessments of services provided, identify and prioritise issues to Chief Pharmacist and implement agreed action plans. Ensure that risks are appropriately added to the Medicines Management Risk Register and regularly reviewed.

Ensure that the Chief Pharmacist is provided with a monthly highlight report.

Monitor workload, capacity, drug expenditure and key performance indicators for designated services, providing regular reports on performance to the Chief Pharmacist.

Review, write and develop multi-disciplinary Medicines Management policies/procedures, co-ordinate their implementation and communicate policy/service changes to appropriate clinical staff.

Contribute to developing performance indicators and quality improvement for medicines governance services.

Advise and inform the senior Pharmacy management team on issues concerning the sustainability of current services and development of future services; being involved in the development of business plans with the senior Pharmacy management team.

Working with the Chief Pharmacist within a set financial allocation to assess and determine utilisation of financial resources. Authorising departmental invoices within this financial allocation. Assist the Chief Pharmacist to prepare (and in their absence to prepare) Health-Board wide medicines expenditure returns to the Finance department.

Represent the Pharmacy department at Health Board and national meetings and contribute to departmental and directorate strategy and policy development and implementation.

Education and Training

Contribute to the training programme for work-experience, undergraduate, foundation level and post-graduate professionals. Setting objectives, performance measures and outcomes. Develop and provide teaching to healthcare professionals at both regional and local education events.

Demonstrate a continuing process of attaining educational, research, clinical, leadership skills, and maintain personal profile in accordance with General Pharmaceutical Council requirements.

Develop and deliver training sessions/health promotion activities to patients and members of the public as required.

Other

Plan, organise and undertake independent prescriber clinic(s) in general practice, following appropriate postgraduate qualification.

Participate in On-Call/emergency duty arrangements as required by the Health Board/ service.

The duties of this post are flexible, will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Vocational master's degree in pharmacy</p> <p>Registered with the General Pharmaceutical Council</p> <p>Member of the Royal Pharmaceutical Society (RPS)</p> <p>Postgraduate Diploma / MSc in Clinical Pharmacy, or equivalent clinical experience</p> <p>Knowledge of the NHS Wales Community Pharmacy contract</p> <p>Knowledge of medicines governance processes</p> <p>Knowledge of Medicines Management issues between primary and secondary care</p>	<p>Relevant postgraduate qualification (Therapeutics, Management etc.)</p> <p>Accredited IQT Silver Practitioner</p> <p>Member of the RPS Faculty or working towards Faculty membership</p>	<p>Pre-employment checks</p> <p>Application Form</p> <p>Interview</p> <p>References</p>
Experience	<p>Managed sector pharmacy experience including clinical pharmacy</p> <p>Experience of working in Primary Care</p> <p>Experience of commissioning NHS Community Pharmacy services</p> <p>Experience of service development and evaluation</p> <p>Experience of critically appraising evidence to inform practice</p> <p>Experience of managing a team / service</p> <p>Experience of training and supervising staff</p>	<p>Experience of producing medicines use and expenditure reports</p> <p>Experience of planning audit or research</p> <p>Experience of implementing change</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities	<p>Effective verbal and written communication skills</p> <p>Effective organisational and prioritization skills</p> <p>Critical appraisal and mentoring skills</p> <p>Effective report writing skills</p> <p>Computer keyboard skills and software packages</p> <p>Able to evaluate information and make decisions involving highly complex facts</p>	<p>Ability to speak or learn Welsh to a satisfactory level</p> <p>Financial modelling and forecasting skills</p>	<p>Interview</p> <p>References</p> <p>Application Form</p>
Values	<p>Demonstrate PTHB Values</p> <p>Lead and work as part of a team</p>		<p>Interview</p> <p>Application Form</p> <p>References</p>
Other	<p>Able to work independently</p> <p>Enthusiastic and motivated</p> <p>Flexible approach to work and adaptable to changing demands and situations to improve service delivery. May include Bank Holiday, evening and weekend rotas</p> <p>Conscientious, responsible, reliable and approachable</p> <p>Positive attitude to improvement & development (self & service)</p> <p>Good with patients – empathic, diplomatic and professional response to emotional/ confrontational situations</p>		<p>Application Form and Interview</p>

GENERAL REQUIREMENTS

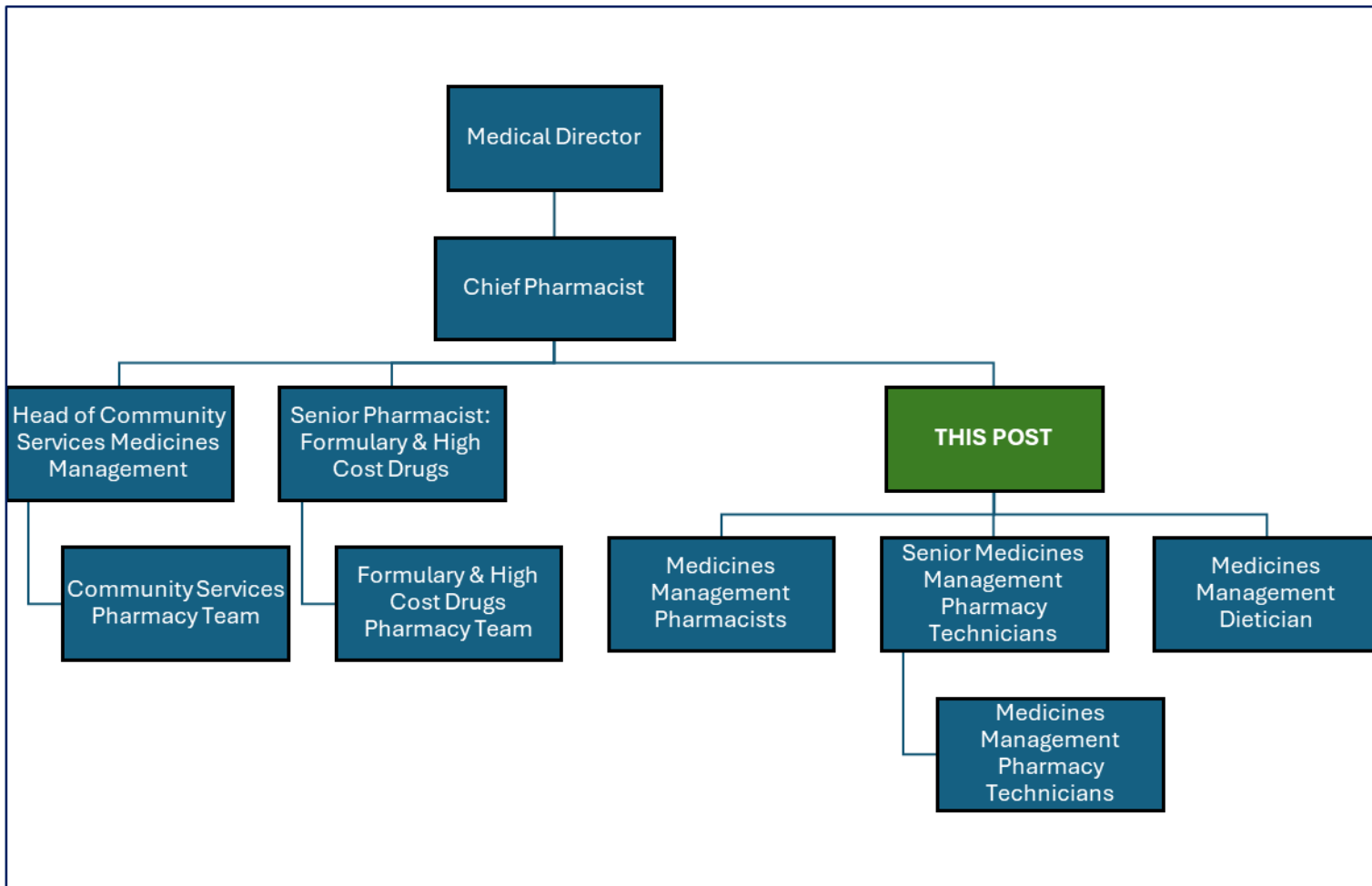
Include those relevant to the post requirements

- **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 their organization's Compliance Notice under the Welsh Language Standards, as well as any local policies with regards the Welsh language; as well as taking 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 **indirect 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 Standard 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



CAJE Reference :Cyfeirnod -:

ESR Position Number: Cyf ESR.: - Approval Date: Dyddiad Cymeradwyo: