

JOB DESCRIPTION

JOB TITLE:	Clinical Director of Pharmacy
GRADE:	Band 9
HOURS:	37.5
RESPONSIBLE TO:	Service Performance – General Manager, Core Clinical & Support Services Division Medicines Management – Divisional Director, Core Clinical & Support Services Division
ACCOUNTABLE TO:	Service Performance – Chief Operating Officer Medicines Management – Medical Director

Professionally accountable with the Chief Executive, Medical Director and Director of Patient Care and Chief Nurse to the Department of Health, for the safe, appropriate and effective use of medicines within the Trust.

JOB SUMMARY

- To provide clinical and professional leadership in relation to all matters relating to medicines management for the Board, Executive team, staff and service users.
- To develop the strategic direction and delivery plans for Medicines Management as an integrated element within Milton Keynes Hospital NHS Foundation Trust. Medicines Management responsibilities to be delivered will cover the entire process by which medicines are selected, procured, delivered, prescribed, administered and reviewed to optimise the contribution they make to produce informed and desired outcomes within pathways of patient care.
- To provide specialist advice and expertise and, delegated from the Chief Executive and Medical Director, have corporate responsibility across Milton Keynes Hospital NHS Foundation Trust for prescribing and medicines management including statutory frameworks and other nationally-defined performance standards.
- To work with the Trust Responsible Officer to improve the quality and safety of medical practice; contribute to the appraisal and have trust-wide responsibility for the education / development of medical and non-medical prescribers.
- To ensure the high quality, safe and cost effective use of medicines within the Trust and by partner organisations that contract for services.
- To influence and provide assurance to the executive and the Board on the appropriate and cost-effective use of medicines across Milton Keynes Hospital NHS Foundation Trust, and as patients move between care settings and home, by providing specialist

expertise to support clinical practice and service development, ensuring services provided are safe, progressive, affordable and support new models in delivering patient care.

- To have primary responsibility for ensuring the development of effective medicines management and pharmacy services to meet the needs of Milton Keynes Hospital NHS Foundation Trust and its staff and service users, and to make a significant contribution to the delivery of corporate priorities and to the modernisation of care pathways and medicines management services delivery across Milton Keynes Hospital NHS Foundation Trust and the local health system; to participate in service planning, and have a key role in influencing Milton Keynes Hospital NHS Foundation Trust's operational and strategic direction whenever medicines use may be affected.
- To provide and receive highly complex information, where agreement or cooperation is required. Communicate service-related information at all levels of the organisation and with external agencies and specialists; advice must demonstrate due process and appropriate consideration of commissioners' and Milton Keynes Hospital NHS Foundation Trust priorities and may be challenged.
- To provide medicines management expertise and advice to senior managers. This will be achieved by working with all areas of the organisation, to support the development of services and ensure the cost effective use of medicines.
- To be responsible for directing research within the Milton Keynes Hospital NHS Foundation Trust pharmacy team and liaise with other research within the health community; accountable for the post-registration training of pharmacists and pharmacy technicians and for the supervision of higher degree students.
- To ensure medicines-related complaints and queries are managed appropriately and in a timely manner; manage highly complex facts or situations requiring analysis, interpretation, and comparison of options.
- To implement prescribing policies based on current good practice and evidence based medicine; delegate appropriately and ensure systems are in place to respond in a timely and appropriate manner.
- To ensure the Medicines Management indicators for external standards and investigations are maintained and systems developed to maintain safe, effective delivery of services where medicines are used or considered.
- To be a member of the general management team and systems; contribute to Milton Keynes Hospital NHS Foundation Trust policies and processes for the delivery of health and social care, clinical governance, risk management and research governance.

Key Relationships:

- Chief Operating Officer
 - Chief Executive
 - Medical Director
 - Associate Medical Directors
 - Director of Patient Care and Chief Nurse
 - Chief Compliance Officer
 - Director of Performance
 - Director of Finance
 - Deputy Director of Finance
 - Clinical Directors
 - General Managers
 - Consultants
 - Senior Pharmacists
 - Milton Keynes Prescribing Advisory Group
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External Relationships include:

- Milton Keynes Clinical Commissioning Group
- Specialist Commissioners
- Chief Pharmacists/Pharmacy Directors in neighbouring Trusts
- Relevant Pharmaceutical Advisor
- Pharmacy regulatory and professional advisory bodies

DUTIES AND RESPONSIBILITIES**Leadership**

Provide effective leadership to staff, which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent upon all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. You and your managers will be expected to:

- Make Pharmacy a great place to work.
- Act with integrity.
- Treat people with respect and support their ideas for service improvements and their personal and professional development.
- Understand the Trust's key priorities and those for the medicines management and pharmacy function.
- Translate these into key priorities for the service and teams.
- Ensure clarity and effectiveness in developing and designing roles.
- Promote an effective team ethos.
- Ensure the completion of effective feedback and annual appraisals for all your staff, which reflect these priorities.
- Ensure all pharmacy staff members have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals.
- Provide opportunity for two-way and 360 degree feedback.
- Value and treat all people fairly.

- Ensure management of staff is consistent with the Trust's HR policies to the achievement of equality, equity and optimum performance. This may involve exposure to disciplinary grievance matters as necessary within HR policies and procedures.

Team Management

- Lead the pharmacy team to ensure that professional excellence is achieved consistently.
- Ensure that the pharmacy team has the range of competencies required to deliver a range medicines management services and to establish and maintain best practice and uses those skills to best effect for patients and staff of the Trust.
- Coach pharmacy team members as appropriate to enhance their professional practice and increase professional confidence.

Professional

- Act as strategic lead and hold overall responsibility for Medicines Management on behalf of the senior managers of Milton Keynes Hospital NHS Foundation Trust services; to have direct access to the Medical Director where necessary to ensure the safe and legal operation of the medicines management services across the Trust.
- Lead and provide medicines management and clinical services for Milton Keynes Hospital NHS Foundation Trust; ensure the accuracy, legality, safety and efficacy of prescribed medication in line with local and national objectives and good practice guidance.
- Advise and report to the Milton Keynes Hospital NHS Foundation Trust senior management on all matters relating to medicines use, prescribing, and provision of pharmaceutical services within the organisation. Advise the Managers, the Director of Patient Care and Chief Nurse, Medical Director and Board on issues relating to the legal framework surrounding the use of medicines.
- Have corporate responsibility for both the pharmacy team budget and, in conjunction with the Director of Finance, the Milton Keynes Hospital NHS Foundation Trust prescribing budget; work with clinicians and CSUs and with others in the health system to manage Milton Keynes Hospital NHS Foundation Trust medicines expenditure within available resources; implement mechanisms for assessing prescribing performance against key performance indicators; ensure appropriate action is taken to identify and address variances. Prepare or review financial statements to advise Directors, managerial leads and prescribers about expenditure on drugs and make appropriate recommendations for safe, cost-effective appropriate and affordable prescribing.
- Oversee the review of all national guidance for medicines and interpret medicines policy and guidance for Milton Keynes Hospital NHS Foundation Trust advising Directors, Board and clinical staff; responsible for implementation of Milton Keynes Hospital NHS Foundation Trust and national medicines policies (including NICE guidelines, NSFs); ensure prescribing matches Milton Keynes Hospital NHS Foundation Trust and national guidelines; work with local providers and commissioners to address primary/secondary care prescribing issues and promote safe appropriate patient pathways involving medicines-use.
- Communicate with other health care professionals to ensure consistent and accurate transfer of information relating to pharmaceutical aspects of patient care.
- Ensure delivery and development of the clinical governance agenda in relation to medicine use; ensure reporting requirements for CQC, Monitor, NHSLA and other statutory and regulatory organisations are met as far as is possible within available resources.

- Identify and where necessary escalate risks relating to the use of medicines through the appropriate systems.
- Proactively develop clinical services for medicines management in line with local and national objectives.
- Liaise with primary and secondary care colleagues to address interface issues as they arise and ensure consistent and accurate transfer of information relating to pharmaceutical aspects of patient care.
- Promote multi-disciplinary working to deliver effective and appropriate medicines management services wherever and whomever patients are treated; provide advice to service providers, independent contractors and Milton Keynes Hospital NHS Foundation Trust staff.
- Take legal responsibility for the use of Patient Group Directions (PGDs). Oversee the development, implementation and review of PGDs, including provision of training and audit; ensure appropriate alternatives are used where appropriate.
- Provide professional guidance and support for non-medical prescribers
- Advise on medicines management and pharmaceutical issues within the Trust's service level agreements with other providers. Lead the implementation of key NHS policies, NPSA and NICE Guidance relating to pharmacy, prescribing and therapeutics that underpin the corporate responsibility of the Trust on Healthcare Standards for medicines management.
- Take a strong personal role in influencing key stakeholders in delivering the Trust's agenda related to medicines management. Ensure the involvement of the public and patients within the changing medicines management agenda.
- Make a full contribution to the development of new business to support the activities of Milton Keynes Hospital NHS Foundation Trust; be accountable for innovation in pharmaceutical supply services to support productivity improvements and provide opportunities for service development in line with Milton Keynes Hospital NHS Foundation Trust objectives.

Managerial

- Provide specialist advice and expertise and, delegated from the Chief Executive, have corporate responsibility across Milton Keynes Hospital NHS Foundation Trust, for prescribing and medicines management including statutory frameworks and other nationally defined performance management standards.
- Be accountable for and have corporate responsibility for the strategic development of prescribing, medicines management and pharmacy services for Milton Keynes Hospital NHS Foundation Trust.
- Lead horizon-scanning processes for medicine developments within clinical practice to ensure appropriate planning and implementation within the Milton Keynes Hospital NHS Foundation Trust and local health system financial framework.
- Plan and manage service development of medicines management services to meet the current and future needs of Milton Keynes Hospital NHS Foundation Trust; ensure appropriate medicines management arrangements are in place for Milton Keynes Hospital NHS Foundation Trust to deliver contracts; develop staff through delegation and effective skill mix utilisation and staff development systems. Adapt pharmacy systems as required to deliver optimal performance where services are shared with other hospitals.
- Prepare policy and briefing documents and reports as required; responsible for creating and providing reports and information to actively contribute to and influence the formulation of the Trust's strategic and operational business plan; evaluate the Trust's

overall performance against corporate objectives and advise the Board of any action necessary with regard to medicines management issues.

- Make a significant contribution to the delivery of corporate priorities and to the modernisation of medicines management services delivery across Milton Keynes Hospital NHS Foundation Trust and have primary responsibility for ensuring the delivery of effective prescribing, medicines management and pharmacy services; participate in service planning, and have a key role in influencing Milton Keynes Hospital NHS Foundation Trust's operational and strategic direction whenever medicines are used or relevant.
- Manage, through the pharmacy management arrangements, the clinical service provided by all pharmacists and technicians and the medicines management services provided by other health care professionals working for or on behalf of Milton Keynes Hospital NHS Foundation Trust. These include the following key result areas: medicines management strategy and clinical standards; activity data; quality assurance of the service; audit; prescribing budget management and reporting; policy and guideline development; Shared Care Protocols; Patient Group Directions; practice research.
- Develop effective professional working relationships with all staff associated with the role. Contribute to the induction of new staff on appointment and to medical and non-medical prescriber programmes.
- Line manage senior pharmacy managers on a day-to-day basis, in accordance with the line management structure of the team; includes objective setting, undertaking appraisal and developing Personal Development Plans for staff.
- Oversee the recruitment, selection and retention of clinical medicines management team posts and recruitment for all pharmacy team vacancies.
- Ensure training needs analysis for clinical staff as part of the appraisal process and as required for them to be able to deliver the appropriate level of pharmaceutical care both when providing advice on a population basis and in practices or for individual patients when performing the pharmaceutical assessment role.
- Ensure a medicines management strategy, including an action plan with key milestones and performance measures, is in place to support the trust's strategic & operational business plans.
- Develop and maintain communication processes with key stakeholders such as the Department of Health, NHS England, clinical commissioning groups, NHS Trusts and other providers, as well as partners outside of the NHS such as social services, voluntary organisations, patients and the public.
- Provide appropriate pharmacy and medicines management performance measures to ensure that the Trust can make informed decisions. This will require judgement and option appraisal following analysis and interpretation of highly complex data.
- Manage Milton Keynes Hospital NHS Foundation Trust's relationship with the Pharmaceutical Industry and ensure that all activities of Milton Keynes Hospital NHS Foundation Trust comply with legal requirements and standards of best practice in this respect.
- Promote a positive image of the Trust with appropriate external professional, NHS, Government and other organisations. Take a strategic lead on the medicines management aspects of: risk management; patient safety; clinical effectiveness; education and learning and development; workforce development; public health planning; relationships with commercial organisations and financial planning.
- Present to senior clinicians and managers highly complex information, derived from different and often conflicting sources such as clinical trials and pharmaceutical company information, and costs, risks and benefits of medication in patients with complex medical

needs. This will involve challenging prescribing and behaviours and require tactical negotiation skills.

Clinical and Corporate Governance

- Ensure that all healthcare professionals, especially prescribers and those staff within the trust who influence prescribing by GPs or hospital staff, are provided with advice and support that encourages safe, cost-effective, legal and appropriate medicines use.
- Work with clinicians to develop policies and guidelines relating to the use of medicines across the health economy.
- Work with clinicians and finance managers to ensure that the prescribing budget is used to provide high quality, cost-effective and safe prescribing observing thresholds set by commissioners and policies on prescribing and medicines management agreed by the commissioners including CCGs with their GP members.
- Ensure systems and processes are in place to reduce inappropriate prescribing and reduce medicines waste.
- Ensure that effective systems are in place to:
 - Manage the entry of new medicines within Milton Keynes Hospital NHS Foundation Trust and across the health system;
 - Implement prescribing and pharmaceutical aspects of NICE guidance and other national frameworks in line with commissioning policies;
 - Implement and audit compliance with guidance issued by the National Patient Safety Agency;
 - Ensure compliance with NHSLA standards, CQC and other relevant requirements that may affect or be affected by the use and management of medicines;
- Investigate incidents regarding medicines and medicines use, and ensure clinical leadership for clinical risk management and patient safety initiatives relating to medicines use.
- Responsible for staff compliance with Milton Keynes Hospital NHS Foundation Trust and commissioning policies, in monitoring for, acting upon and recording appropriately identified medication errors and ensuring the identification and communication of risk issues back to prescribers and/or suppliers of medication.
- Ensure action plans are developed as a response to medication errors in the health community; ensure action plans are followed up, including reporting as appropriate.
- Identify issues of clinical risk within medicines management services and present relevant reports as appropriate.
- Agree and monitor key priorities and targets.
- Comply with the relevant Standing Financial Instructions.
- Ensure the development of clinical audit plans relating to medicines use and ensure its implementation; monitor the outcome of the audits and subsequent changes in practice to promote safer more effective, appropriate care.

