

Job Description

1. Job details

Job Title:	Medicines Optimisation Pharmacist
Band:	8a
Team:	Medicine's Optimisation
Location:	County Hall There will be a requirement to work from other ICB offices and various sites of local system partner organisations across LLR, as well as occasional travel to regional / national bases and venues.
Responsible to:	Senior Medicines Optimisation Pharmacist

2. Organisational context

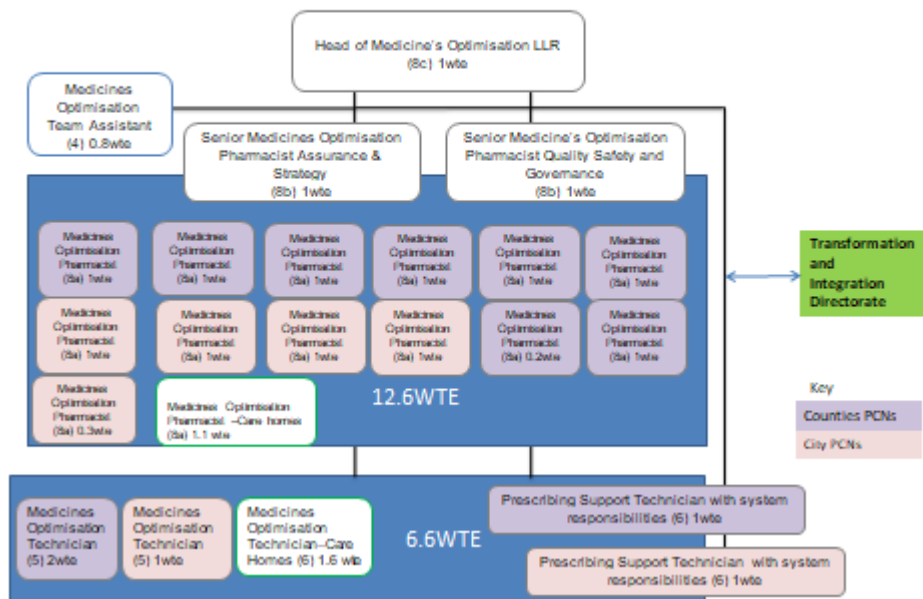
Integrated Care Boards are at the heart of a new way of working for the NHS, bringing together providers of NHS services with local authorities and other local partners to plan, co-ordinate and arrange health services as part of what is to be known as an Integrated care System. They are part of a fundamental shift in the way the health and care system is organised – away from competition and organisational autonomy and towards collaboration, with health and care organisations working together to better integrate services, improve population health and reduce health inequalities.

3. Job purpose

The Medicines Optimisation Pharmacist will:

- i. Deliver the Medicines Optimisation operational plan and provide expert evidence based, cost effective pharmaceutical advice, support and information to the ICB and stakeholders in line with the ICB System Expectations to improve patient care and to ensure best value of the use of public monies.

4. Structure Chart



5. Core Duties and Responsibilities (Key Result Areas)

- Contribute to the development of and delivery of the LLR ICB's operational plan for Medicines Optimisation to individual GP practices, Primary Care Networks and Federations and commissioned services.
- Contribute to the development of and delivery of the LLR ICB's operational plan for Medicines Optimisation aspects of other ICB work streams, pathways and design groups.
- Deputise when appropriate for senior pharmacists and the Head of Medicines Optimisation.
- Provide specialised medicines and therapeutic advice to inform practices on priorities and actions, and the treatment of patients.
- Develop policies and implement processes to ensure medicines are handled safely and risk and quality standards are achieved at locality and practice levels
- Deliver medicines education and training (legal, policy and therapeutics) to localities/practices to increase safe and evidence-based prescribing.
- Deliver key prescribing messages, metrics and data to primary care.
- Supervise / coach other team members involved in delivering the operational plan.
- Respond to Freedom of Information requests and complaints and keep under review the framework and in accordance with the legislation.
- Be professionally accountable and responsible for all actions and decisions,

as a registered pharmacist in accordance with the Code of Ethics of the General Pharmaceutical Council.

Planning & Organising

- To deputise when appropriate for the Head of Medicines Optimisation and Senior Medicine Optimisation Pharmacists.
- Lead key corporate initiatives, working with teams across the ICB, to facilitate the changes required.
- Provide high quality strategic and operational policy advice.
- Keep up to date with policy developments across health and care, being mindful of the impact of policy development on others, including patients and the public.
- Proactively identify opportunities for improvement and prioritise them across the team.
- Contribute to strategic planning of projects, identifying interdependencies across projects and potential impacts on the wider organisation and building in contingency and adjustment where necessary.
- Support delivery of the medicine optimisation aspects the LLR ICB's strategy and operational plan at GP practice, Primary Care Network and Federation level and other commissioned services.
- Contribute to short, medium, and long-term business plans, with a focus on achieving quality outcomes.
- Lead by example in order to embed behaviours that consistently represent the ICB's values, and to ensure that all staff members live up to these.
- Monitor delivery against plans and key milestones.

Service Improvement

- Continuously find ways to improve team systems and structures.
- Regularly review procedures and /or systems to identify improvements and simplify processes and decision making.
- Support the identification of best practice and continuous improvement.
- Ensure projects, services and initiatives are delivered on time, in a cost-effective manner and to quality standards, adjusting plans as required.
- Ensure the team has suitable information and administrative systems and processes in place to meet the objectives of the directorate.
- Produce both internal and external timely reports highlighting progress, risks and issues.
- Act as champion for patients and involve patients and public in policy development. Act as an antimicrobial guardian and support antimicrobial stewardship across LLR
- Develop and implement processes to ensure medicines are handled safely

and risk and quality standards are achieved at locality and practice levels.

- Deliver medicines education and training (legal, policy and therapeutics) to localities/practices to increase safe and evidence-based prescribing.
- Lead delivery of therapeutic education and information to support evidence based prescribing.
- Maintain and improve proactive prescribing information sources e.g. intra/internet sites and bulletins/newsletters to inform safe and cost effective use of medicines.

Analysis & Judgment

- Undertake quantitative and qualitative analysis of highly complex data which may come from a range of sources.
- Use data to support monitoring, development and improvement of business cases, projects, and reports.
- Interpret highly complex data and present options appraisals to support intelligent decision making.
- Take decisions on complex issues where there may be a number of courses of action available.
- Ensure that the team operates efficiently and effectively, advising on and progressing significant work streams and leading on specific projects.
- Operate intelligently in a highly political and sensitive environment.
- Develop innovative and workable solutions to a variety of complex problems.
- Provide high quality specialised medicines and therapeutic advice to inform practices on priorities and actions, and the treatment of patients.
- Analyse and evaluate highly complex medicines information and clinical trial data from various sources, presenting clear summaries to GPs and other prescribers to increase safe and evidence based prescribing.

Communication

- Develop and maintain constructive relationships with a broad range of internal and external stakeholders.
- Provide and receive highly complex information about initiatives, contracts and services through a variety of mediums, including reports, briefing papers, workshops and meetings.
- Build relationships and influence across the Directorate and with other key stakeholders, both internal and external.
- Able to motivate and influence staff and stakeholders to engage, and as needed, complete actions related to the successful delivery of the project, initiative, contract or service.

Financial Management

- Budget holder for a service, department or project.
- Monitor and manage prescribing budgets effectively, acting in accordance with organisational financial policies and procedures and implement actions to support them to stay within any imposed financial limits.
- Constantly strive for value for money, ensuring financial balance is achieved.
- Provide financial updates and reports as required.
- Support, develop and implement schemes and actions plans for Primary Care Networks, Federations and GP practices to deliver efficiency targets.

People Management

- Manage staff, including recruitment, supporting staff development, appraisals, and where necessary managing employee relations issues.
- Co-ordinate and professionally oversee the daily work of other ICB team members to ensure that procedures are safe and efficient.
- Contribute to system wide pharmacy workforce and framework initiatives including acting as a pre-registration tutor.
- Lead by example in order to embed behaviours that consistently represent the ICB's values, and to ensure that all staff members live up to these.

Research & Development

- Co-ordinate research and development initiatives, delegating as appropriate.
- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information to ensure delivery of national and local medicines optimisation policies, guidance and best practice.

Policy & Service Development

- Responsible for developing and proposing changes to policies, guidelines and service level agreements which may impact the service processes to meet the requirements and standards of medicines and Controlled Drug legislation, national policy and best practice including medicine traffic light decisions, shared care arrangements, commissioned changes in other system providers prescribing processes and performance.
- Responsible for implementation of policies within own area.
- Support analysis of specific policy and directorate issues, drawing on multiple sources of information, mindful of the potential impact of policy developments on other portfolios.
- Provide highly specialist, pharmaceutical medicines input into service re-design and improvement.
- Lead implementation of changes to the LLR prescribing Formulary and LMSG across Federations and practices.

- To implement plans to ensure CDs are handled lawfully, safely and effectively across individual GP localities and practices.
- To act as an authorised witness for the destruction of controlled drugs on behalf of the Accountable Officer for Controlled Drugs.

6. Key relationships – *delete as appropriate*

Establish and maintain collaborative working relationships with:

- ICB colleagues, Senior Managers and wider colleagues
- Local system stakeholders including healthcare providers and local authorities
- Other Clinical Commissioning Groups; NHS England / Improvement; Commissioning Support Unit
- Governing Body Members (clinical, managerial and lay)
- Executive Team
- GP Portfolio leads
- Primary Care Network Clinical Leads and Directors
- Member GP practices and other practice staff
- Public Health England
- STP / ICS stakeholders including Health and Wellbeing Board members
- Patients, carers and communities
- Local professional committees (LMC, LPC, LOC, LDC)
- Health Education England
- Academic Health Science Networks and Centres
- Voluntary Groups
- Other local and national organisations as required, including Regulatory Bodies.

7. Supplementary duties and responsibilities

Other Duties

The above is only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by the organisation.

Mobility

Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract

Health and Safety

Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

Data Protection and Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and must maintain strict

confidentiality in respect of patient, client and staff records.

Safeguarding Responsibilities

The organisation takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:

- attending mandatory training on Safeguarding children and adults;
- making sure they are familiar with their and the organisation's requirements under relevant legislation;
- adhering to all relevant national and local policies, procedures, practice guidance (e.g. LSCB Child Protection Procedures and Practice Guidance) and professional codes;
- reporting any concerns to the appropriate authority.

Smoking and Health

The organisation has a no smoking policy throughout its premises, including buildings and grounds.

Equality and Diversity

The organisation is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider, as an employer and as a commissioner.

Information Management and Technology (IM&T)

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.

Flexible Working

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

Clinical Supervision

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development for a minimum of four sessions per year. Clinical Supervision will be monitored via an annual Performance and Development Review (PDR).

Reasonable Adjustments

The organisation seeks to promote the employment of individuals with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Job Title: **Medicines Optimisation Pharmacist**
 Band: 8a
 Team: Medicine's Optimisation

	Essential	Desirable
Education / Training / Qualifications	Pharmacy Masters Degree or equivalent post graduate masters or diploma in clinical pharmacy/ management or equivalent (or working towards).	
	Registration with the General Pharmaceutical Council	
	Evidence of continuing professional development.	
Knowledge & experience	Good knowledge of ICB processes, policies and stakeholders (such as Internal Audit, HR and Procurement).	Experience of working in an operational healthcare environment.
	Understanding of the background to and aims of current healthcare policy and appreciate of the implications of this on engagement.	Provision of policy advice on a range of complex topics to senior stakeholders.
	Experience of budget management.	
	Experience of working in a similar organisation / environment, and successfully influencing and managing stakeholders.	
	An appreciation of the relationships between the ICB's, Department of Health, NHS England & NHS Improvement, and individual provider	

	organisations.	
	Must understand the background to and aims of current healthcare policy and appreciate the implications of this.	
	Experience of identifying and interpreting national policy.	
	Experience of providing support and input into complex programmes.	
	Experience of managing a team.	
Skills & Abilities	Well-developed analytical skills, able to interrogate multiple quantitative and qualitative data sources.	
	Able to exercise own judgement and make objective decisions using specialist knowledge and understanding.	
	Ability to maintain concentration when required to switch focus to meet conflicting priorities.	
	Able to provide and receive highly complex, sensitive and contentious information.	
	Able to plan, monitor and adjust short, medium, and long-term business and project plans, taking into account the overall strategic direction the Organisation.	
	Good analytical skills with an ability to analyse and consider complex	

	information and develop a range of options.	
	Able to translate strategic plans into operational frameworks.	
	Good Working knowledge of Microsoft Office with intermediate keyboard skills.	
Interpersonal Skills	Strong stakeholder engagement and relationship management skills.	
	Excellent communicator, able to present complex or contentious data to a range of audiences.	
	Able to lead workshops and presentations successfully.	
	Able to maintain strong relationships with stakeholders through difficult times, such as when challenging performance, or informing of failures to meet targets.	
Equality, diversity & inclusion	Commitment to equality of opportunity, focussed on removing barriers to full participation.	
	Fosters good working relationships and values diversity and difference.	
	Understands the importance of diversity and inclusion in delivering our role in the health and care system.	
	Adherence to the Data Protection Act 2018 / General Data Protection Regulation (GPDR).	
	Upholds the Equality Act 2010 and the Public Sector Equality Duty.	

	Promotes high standards for improving diversity and equality, as per the Workforce Race Equality Standard and Workforce Disability Equality Standard.	
Mobility	Car driver / owner or reasonable alternative due to travel required across Leicestershire, and other locations as required.	

The organisation seeks to promote the employment of individuals with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.