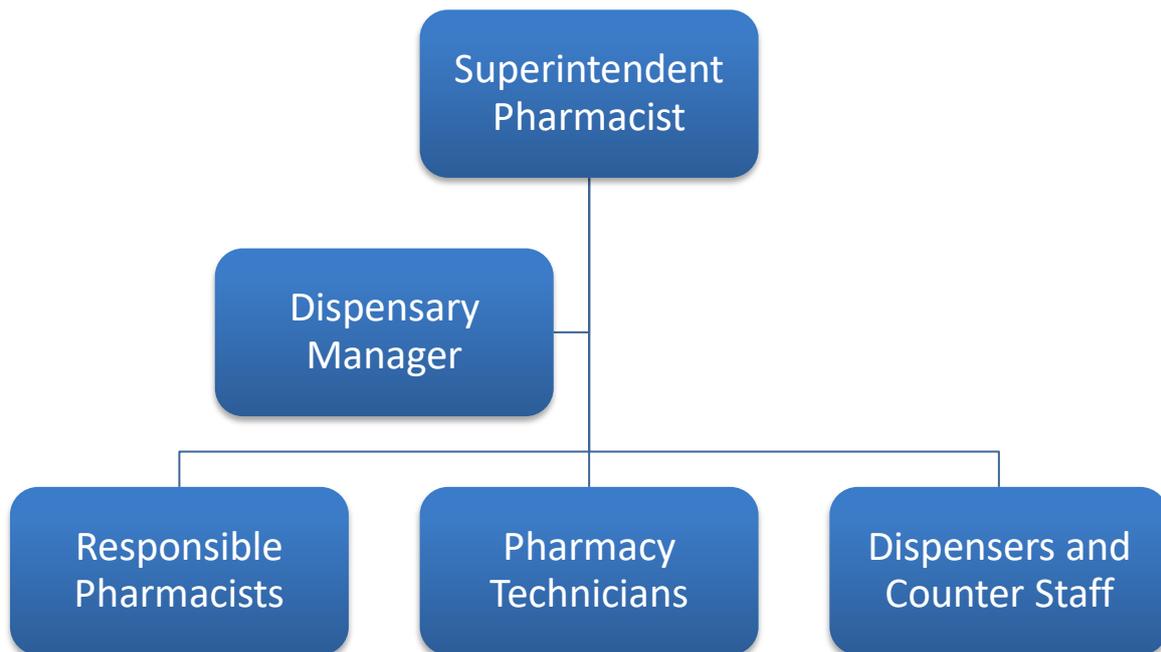


## JOB DESCRIPTION

<b>Job Title:</b>	Superintendent Pharmacist
<b>Pay:</b>	£58,000 per annum (37.5 hours per week)
<b>Department:</b>	SDH Developments Ltd




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### Job overview

The Superintendent Pharmacist is responsible for delivering a high quality and efficient pharmacy service to outpatients attending the Trust's outpatients department in line with the principles published by the GPhC.

SDH Developments Ltd is a wholly owned subsidiary company of Torbay and South Devon NHS Foundation Trust and is responsible for providing Outpatient Pharmacy Services to Trust Outpatients.

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### Main duties of the job

To manage and coordinate a team of pharmacists, pharmacy technicians, dispensers and counter assistants in delivering an efficient outpatient dispensing service to outpatients attending Torbay Hospital and surrounding Community Hospitals.

To be responsible for the production and updating of any policies and procedures necessary to maintain compliance with General Pharmaceutical Council and Medicines Act requirements.

To ensure that all policies and procedures relating to the requirements of the General Pharmaceutical Council and the Medicines Act are observed by all staff at all times.

To ensure that the Pharmacy is managed effectively and that the work carried out is compliant with the requirements of the General Pharmaceutical Council Code of Ethics.

To ensure that there are sufficient resources available within the subsidiary company to guarantee compliance with the legal and professional standards set by the General Pharmaceutical Council.

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## **About your new team and department**

The Outpatient Pharmacy is located on the Torbay Hospital site, it is a stand-alone facility adjacent to the Outpatients Department. The pharmacy is a modern bespoke building featuring an automated dispensing system which opened in 2018.

The Superintendent Pharmacist is supported by an experienced dispensary manager and a team of accredited checking pharmacy technicians, pharmacy technicians, dispensers and counter staff. In addition, further specialist support is provided by a team of experienced Trust Clinical Pharmacists.

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## **Detailed job description and responsibilities**

1. To be an attendee of SDH Developments Ltd Board and provide regular performance reports relating to operational performance and agreed KPIs.
2. To provide SDH Developments Ltd Board with high level assurance relating to the clinical service provided by the outpatients pharmacy.
3. To ensure that medicines owned by SDH Developments Ltd, are stored securely under the appropriate conditions.
4. To ensure that the management of Controlled Drugs is compliant with current legislation and that any discrepancies are reported in a timely manner to the Trust's Controlled Drugs Accountable Officer.
5. The post holder will work closely with the Clinical Director for Pharmacy to ensure that outpatients attending Torbay Hospital are provided with first class pharmaceutical care.

## **Dimensions**

1. Approximately 84,000 items will be dispensed per annum with a value of circa £10m

## **Primary Duties**

1. To ensure that there is a named Responsible Pharmacist on duty at all times and that a record of this is accurately maintained.
2. To manage the staff employed by the subsidiary company and those provided by the Foundation Trust to ensure that there are clear roles and responsibilities. The post holder will be required to manage the appraisal process, training, recruitment, and sickness absence for staff employed by the subsidiary company.

3. To act as the Responsible Pharmacist and undertake checking and screening activities within the dispensary.
4. To monitor and manage the Service Level Agreements with the Foundation Trust.
5. To work collaboratively with the Trust inpatient pharmacy Cancer Services team to support delivery of oral oncology and haematology treatment regimens via the Chemocare electronic prescribing system.
6. To supervise the provision of a repeat dispensing and delivery service for patients on subcutaneous methotrexate.
7. To ensure that the operation is adequately resourced and that outpatient medicines are provided in a timely manner in accordance with the KPIs for the business.
8. To ensure that there are clear and accurate records of all prescriptions dispensed and that the necessary finance and medicine usage reports are provided in the required timeframe in the format required.
9. To be responsible for the accurate archiving of all records pertaining to the outpatient pharmacy.
10. To report to the Clinical Director for Pharmacy any issues or problems affecting the smooth running of the outpatient dispensary service.
11. To attend Company Board meetings and any other meetings as required.
12. To maintain an up to date CPD record in relation to the requirements of the job
13. To ensure the Company complies with Health & Safety legislation.
14. To participate in personal development and training programmes as required.
15. To always represent the Company in a professional manner.
16. To undertake any relevant duties that the Company may direct in the day to day running of the business.
17. To comply with the Company's Environmental policies and dispose of waste according to the Pharmaceutical Waste regulations.
18. To comply with the Company's policies and procedures in relation to Data Protection and Confidentiality.

### **Key Result Areas**

1. To ensure that outpatients receive their medicines in a timely manner in line with the agreed Key Performance Indicators
2. To ensure that medicines supplied through the Outpatients Pharmacy are in line with the Devon Joint Formulary
3. To ensure that the use of unlicensed medicines is controlled and only dispensed where there is a specific clinical need for an individual patient.
4. To ensure that the Company operates within the agreed stipulated financial budget.

5. To ensure (with the inpatient pharmacy procurement team) that medicines are procured in accordance with regional contracts.
6. To ensure that staff working within the company have the necessary training and skills to effectively provide a first-class service.
7. To ensure that all staff have developed customer services skills.

### **Communications and Working Relationships**

1. Clinical Director – Pharmacy (Managing Director)
2. SDH Developments Ltd Board of Directors
3. Pharmacy Operations Manager (Foundation Trust)
4. All Trust Outpatient Departments
5. Medical and non-medical prescribers working across the Foundation Trust
6. All staff working within the Outpatients Dispensary.
7. The Trust 's nominated Accountable Officer for Controlled Drugs
8. The Trust support departments operating under a Service Level Agreement, such as; Transport, Finance, Human Resources, Payroll and Information Technology

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Qualifications and training</b>	A degree in Pharmacy A registered Pharmacist with the General Pharmaceutical Council A proven commitment to continued professional development. Appropriate post registration experience Management experience within the hospital or retail pharmacy sectors	A post graduate management qualification
<b>Knowledge and experience</b>	An in depth understanding of healthcare practices in primary and secondary care. Proven leadership skills Excellent communication and presentation skills Well-developed IT skills Able to manage complex situations. Able to prioritise work effectively and possess good time management skills. Highly self-motivated Well-developed negotiating and influencing skills. Thorough understanding of the GPhC requirements for a Superintendent Pharmacist Thorough understanding of the legislation which applies to the receipt, storage and dispensing of medicines.	Comprehensive knowledge and understanding of clinical governance. Good financial management skills
<b>Specific Skills</b>	Experience of providing a high-quality pharmacy service Well-developed clinical and therapeutic skills Experience of working effectively within a team	Proven record of successfully developing a pharmacy service
<b>Requirements due to work environment/conditions</b>	Daily exposure to an environment where medicines and hazardous chemicals are in use.	

<b>Physical skills</b>	Able to travel to offsite locations. Keyboard skills
<b>Emotional effort</b>	Able to deal with staff and patients in a professional and confidential manner. Able to deal with personal staff issues. Able to deal with complaints. Able to deal with complex HR issues including disciplinary and grievance situations.
<b>Mental effort</b>	Able to concentrate on complex tasks. Daily requirement to concentrate on complex reports and data in an unpredictable environment.