# Associate Chief Pharmacist, Regulation

**Department:** Health and Community Services (HCS)

**Division:** Pharmacy

**Reports to:** Chief Pharmacist

**JE Ref:** HCS1198

**Job Grade:** CS14 **JE Date:** 04/04/2023

## Job purpose

The Associate Chief Pharmacist provides strategic leadership and direction, to ensure compliance with statutory requirements pertaining to medicines' control. The postholder is responsible, through delegated authority, for key aspects of medicines control in Jersey, including the monitoring of the production, import/export, possession, supply and administration of controlled drugs and other medicinal products.

The post holder is one of the Island's most senior advisors on Pharmacy and Medicines issues and is responsible for supporting the professional leadership, performance, and development of the profession in Jersey, including pharmacy and medicines related policy.

## Job specific outcomes

1. Lead the development and implementation of quality assured inspection and investigation procedures. Inspect pharmacy premises across the island, providing professional advice on facilities and practices. Make recommendations to the Minister for Health and Social Services regarding the appropriate action to be taken to address unacceptable standards of practice and/or law infringements, including the cancellation of registration of premises and of pharmacists in extreme cases.

2. Investigate complaints or allegations relating to incidents involving dispensed medicines, the sale or supply of medicines, or the advertising and promotion of medicines. This may involve Community Pharmacies, licensed Wholesale Dealers, or any other retailer or supplier. Issue advice and recommendations to enable corrective measures to be taken where necessary, where complaints may have been upheld.

3. Work in collaboration with the Medicines and Healthcare products Regulatory Agency (MHRA) through a memorandum of understanding to regulate pharmaceutical wholesalers and manufacturers.

4. Work with the UK Home Office (UKHO) through a memorandum of understanding to ensure that the United Nations 1961 single convention on narcotic drugs is upheld within Jersey. Conduct inspections of Cannabis Cultivation.

5. Liaise with enforcement agencies and professional bodies, both locally and nationally, to ensure arrangements for the importation, distribution, sale and supply of medicines in the Island comply with all relevant legal, professional and ethical requirements

6. Administer controlled drug importation and exportation licences with delegated authority from the Minister for Health and Social Services, in support of the Chief Pharmacist. Liaise with Law Enforcement and Customs, reviewing import and export queries and legislation.

7. Monitor the production, import/export, possession, supply and administration of controlled drugs and other medicinal products.

8. Support the Chief Pharmacist in ensuring that all pharmacy practice within Jersey is compliant with the most recent Pharmacy Standards as laid out by the Royal Pharmaceutical Society (RPS) and the General Pharmaceutical Council (GPhC) of Great Britain.

9. Ensure the registration of Pharmacists and Pharmacy Technicians in Jersey, in compliance with the Pharmacist and Pharmacy Technicians Registration Law, with delegated authority from the Minister for Health and Social Services.

10. Proactively provide pharmaceutical expertise to regulatory activity with regards to medicines optimisation and the management of the risks associated with the unsafe use of medicines across the island.

11. Lead on collecting, analysing and preparing information to contribute to policy formulation, strategic planning and implementation for medicines optimisation, prescribing and pharmacy practice. Complete impact assessments as required.

12. Undertake themed reviews to identify and share learning with the wider sector, including generating insights and sharing notable practice case examples.

13. Lead on securing funding through Departmental business planning processes to deliver pharmaceutical policy and strategic objectives.

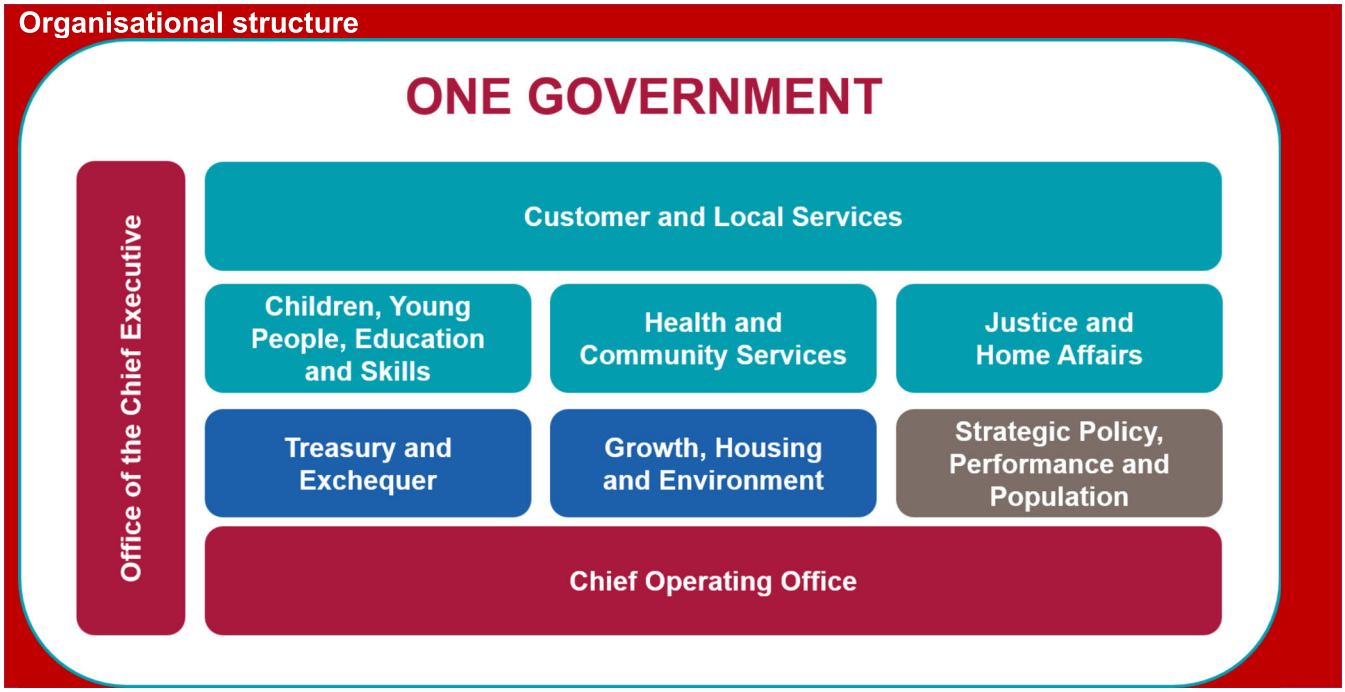
14. Identify opportunities to participate in collaborative research

## Statutory responsibilities

- Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.
- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

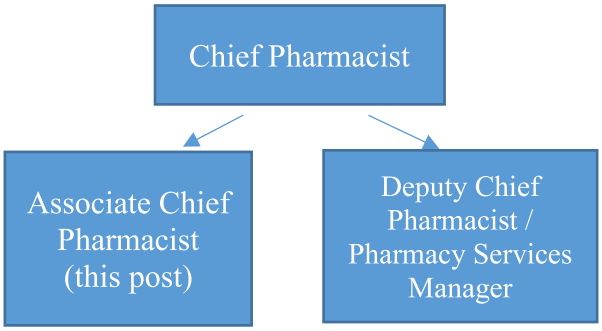
Government of JERSEY

## Organisational structure



## Organisation chart

*Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)*



# Person Specification

## Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| **Qualifications** | Vocational four year master's degree in pharmacy.<br><br>**Plus**<br><br>Registration with the General Pharmaceutical Council (obtained by completing one-year post-graduate pre-registration training followed by passing the General Pharmaceutical Council registration examination).<br><br>**Plus**<br><br>Post-graduate MSc in Clinical Pharmacy.<br><br>**Plus**<br><br>Post graduate management/leadership qualification | Project / Programme Management<br><br>Specialist training in media awareness and interviewing skills |
| **Knowledge** | Extensive expert knowledge of pharmacy practice and medicines optimisation.<br><br>Highly developed specialist knowledge and experience in medicines regulation.<br><br>Expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care within a pharmacy setting.<br><br>Good level knowledge of medicines legislation, and | |

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| | medicines and pharmacy regulatory frameworks.<br><br>Expert theoretical and practical knowledge of clinical pharmacy and therapeutic use of medicines.<br><br>Highly developed specialist knowledge of medicines governance, safety and management, and improving patient safety.<br><br>Knowledge of business planning and policy development within a health setting.<br><br>Understanding the needs and challenges of working with a wide range of stakeholders. | |
| **Technical / Work-based Skills** | Ability to interpret relevant clinical and professional standards and legislation in relation to medicines and pharmacy.<br><br>Able to communicate multi-strand, technical / legal complex, sensitive and contentious information.<br><br>Highly developed analytical skills, with advanced knowledge, experience and judgement to analyse and interpret highly complex / multifaceted problems and situations.<br><br>Use office IT and specialist pharmacy IT systems effectively.<br><br>Thorough and up to date knowledge of | Experience of a range of analytical techniques. |

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| | pharmaceutical theory and best practice, and the application of this practice. | |
| **General Skills/Attributes** | Excellent relationship building with both internal and external stakeholders up to and including at a very senior level.<br><br>Ability to critically analyse information. Strong problem-solving acumen<br><br>Highly developed, expert practical clinical pharmacy and technical pharmacy skills.<br><br>Excellent communication; verbal and written. Communicates effectively across all levels and media.<br><br>Ability to negotiate, persuade and influence senior stakeholders in relation to pharmacy and medicines related issues.<br><br>A strong team builder who can professionally lead and role model.<br><br>Able to remain professional and effective under pressure.<br><br>Committed to continuous service improvement and continued professional development for themselves and their teams<br><br>Self-directed and resourceful<br><br>Able to work in partnership with multidisciplinary colleagues, particularly | |

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| | other managers and clinical consultants.<br><br>Flexible approach to work<br><br>Excellent project management and change delivery skills.<br><br>Able to think strategically for long term service planning.<br><br>Able to coach, develop and motivate others in all of these general skills and attributes. | |
| **Experience** | Minimum of 8 years post-registration experience, 5 years of which must have been at a senior clinical level within a managerial role.<br><br>Extensive post-graduate experience as a senior practitioner, together with significant knowledge of all areas of pharmacy practice and medicines legislation and regulation.<br><br>Leading the development and delivery of strategy.<br><br>Significant experience in clinical governance, particularly medicines governance.<br><br>Experience of writing business plans and policy development.<br><br>Experience of effective budgetary management for a department or service.<br><br>Experience in analysing professional and ethical | |

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| | issues, proposing and implementing solutions.<br><br>Experience of leading in audit / evaluation / research of specialist area and participating in clinical audits<br><br>Significant experience of pharmaceutical quality management systems, including Good Distribution Practice (GDP) and Good Manufacturing Practice (GMP) | |
| **Criteria relating to Safeguarding** | Experience in aspects of safeguarding children and vulnerable adults. | |