

Head of Pharmacy Workforce Development, Education & Training

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| Department: | Health and Community Services |
| Section: | Pharmacy |
| Reports to: | Pharmacy Services Manager/ Deputy Chief Pharmacist |
| JE Ref: | HCS1252 |
| Grade: CS13 | JE Date: 03/10/2023 |

Job purpose

Lead, manage and develop the Pharmacy Education and Training programme, to deliver a high-quality education, learning and development service aligned to the strategic intent and workforce need in relation to pharmaceutical care provision across Health and Community Services (HCS).

Act as the department's strategic lead for workforce development.

Job specific outcomes

1. Lead the development of long-term plans for learning, strategies, and training programmes to meet the future strategic direction and needs of Pharmacy staff across HCS. Work with the Chief Pharmacist and other senior leadership colleagues to develop a strategy for the training, development, and utilisation of pharmacist prescribers across HCS.
2. Lead and promote opportunities for pharmacy professional education and learning across HCS and in collaboration with other care sectors, to ensure that they are maximised and programmed enabling the best use of resources and joint learning.
3. Lead strategically on the long-term operational planning for the continued sustainable delivery of a pharmacy professional workforce and develop opportunities for the delivery of a home-grown workforce wherever possible, which ensures fairness and equity.
4. Develop, manage, implement, and evaluate education and training policies / procedures for Pharmacy, providing high quality professional supervision and mentorship of clinical pharmacists, Independent Prescriber Pharmacists, pharmacy technicians, pre-registration pharmacists, MSc students and pharmacy undergraduates
5. Lead on the development of partnership working and contract provision with higher education institutions and awarding bodies, ensuring that appropriate governance arrangements are in place to meet the required professional and regulatory standards for pharmacy education provision. Actively engage with other specialist pharmacists working within Education and Training services and Health Education England across the integrated care system, region / nationally and provide input into the development and update of regional training plans as necessary.

6. Develop high performing teams of professional pharmacy staff, inspiring and motivating pharmacists and technical staff in the professional practice and medicines optimisation. expert strategic and operational advice on matters directly relating to vocational undergraduate and postgraduate pharmacy provision to support senior officers of HCS, ensuring that the correct position and best practice is reflected.
7. Lead on promoting clinical education opportunities and careers in pharmacy in Jersey at a local, national, and international level via a range of stakeholders and mechanisms, including working with other departments and providers in Jersey.
8. Support the Pharmacy Services Manager in managing the process of identifying, applying, allocating and distributing funding for appropriate training and development costs within pharmacy. Produce a comprehensive learning needs analysis for the Pharmacy department and make recommendations for use of the training budget reflecting identified needs.
9. Be a key member of the Pharmacy Senior Leadership Team, liaising with other senior members of pharmacy and HCS staff to ensure delivery of an efficient, co-ordinated pharmacy service.
10. Work with the Chief Pharmacy Technician to design and conduct regular internal audits of pharmacy activities for each area of pharmacy, in collaboration with pharmacy managers and lead pharmacists. Help develop actions plans and implement recommendations to ensure continuous quality improvement of pharmacy services.
11. Provide planned sessional clinical and professional supervision with the pharmacy dispensary.
12. Provide active support and leadership to the Chief Pharmacy Technician, with responsibility for recruitment, planning, Educational Supervision and oversight of Preregistration Trainee Pharmacist Technicians

Statutory responsibilities

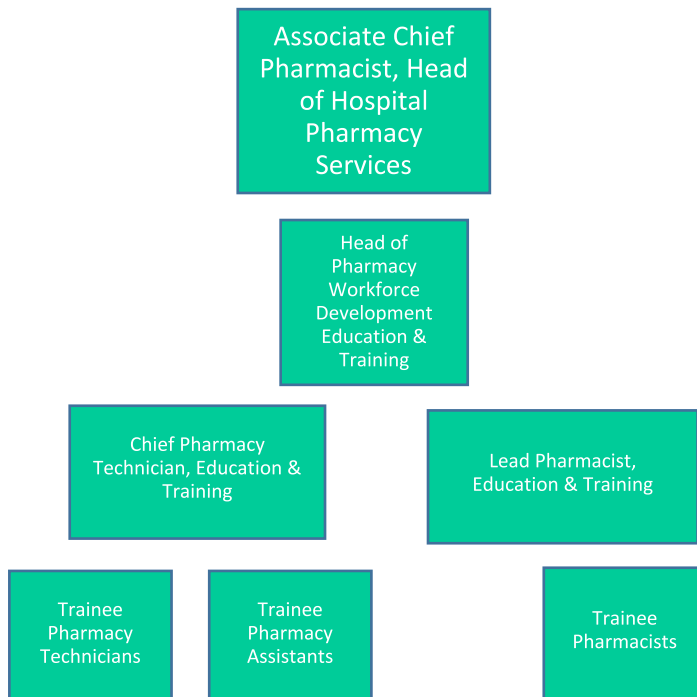
- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes 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.

Organisational structure

One Government Departments



Pharmacy structure



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| <p>Qualifications</p> | <p>Vocational four-year master's degree in pharmacy.</p> <p>Plus 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).</p> <p>Plus Post-graduate MSc or Diploma in Clinical Pharmacy.</p> <p>Plus Non-medical prescribing qualification</p> | <p>Post graduate teaching qualification</p> |
| <p>Knowledge</p> | <p>Expert understanding of therapeutics and all aspects of medicines used within all clinical services.</p> <p>Knowledge of and ability to apply all aspects of regulatory legislation and guidelines to hospital pharmacy. Knowledge of appraisal processes.</p> <p>Ability to prioritise competing demands and manage own time effectively for successful delivery. Proven and sustained track record of contribution to the development of policy and</p> | |

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| | practice in teaching and learning support. | |
| Technical / Work-based Skills | <p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software</p> <p>Evidence of managing resources to ensure cost effectiveness of service</p> | |
| General Skills/Attributes | <p>Well-developed, expert practical, clinical pharmacy skills.</p> <p>Excellent relationship building with both internal and external stakeholders, up to and including at a senior level.</p> <p>Proven ability to develop, motivate and manage staff and the ability to command respect and support of the team.</p> <p>Able to understand and manage a range of complex facts or situations requiring analysis.</p> <p>Strong problem-solving acumen.</p> <p>Excellent communication; verbal and written.</p> <p>Communicates effectively across all levels.</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas.</p> | |

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| | <p>Supports the development of and shares learning with other members of staff.</p> <p>Able to remain professional and effective under pressure.</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team.</p> <p>Self-directed and resourceful.</p> <p>Flexible approach to work.</p> | |
| <p>Experience</p> | <p>A minimum of 6 years post-registration experience in hospital practice, including at least 3 years in a senior pharmacy role.</p> <p>Significant education and training experience.</p> <p>Significant experience of policy and guideline development.</p> <p>Experience of co-ordinating and leading on clinical audit.</p> | <p>Experience of collaborative working</p> <p>Experience of leading a team</p> <p>Experience of HR processes including recruitment, management of performance, sickness, and objective setting</p> |