

## Clinical Pharmacy Manager

---

**Department:** Health and Community Services

**Division:** Pharmacy

**Reports to:** Pharmacy Services Manager

**JE Ref:** HCS554

**Grade:** CS13

**JE Date:** 20/04/2020

### Job purpose

Lead, manage and develop the Clinical Pharmacy Service and team in order to ensure the provision of a consistent, high quality and efficient patient-centred Clinical Pharmacy Service across HCS.

The post holder is accountable to the Pharmacy Services Manager to develop and co-ordinate the implementation of strategy for clinical pharmacy services, and deputises for them when required.

### Job specific outcomes

1. Lead and manage the development of Clinical Pharmacy Services provided to HCS in order to deliver a high quality, patient-focused service to all patients.
2. Performance manage direct reports, and enable personal and professional development that underpins the strategic direction of Pharmacy Services and HCS and ensures the delivery of a high-quality, clinical service to patients.
3. Implement the strategic direction and consequent development of the Clinical Pharmacy Service and support the delivery of the strategic objectives of the overall Pharmacy Service, to ensure that services meet legislative requirements and best practice standards.
4. Develop, maintain and ensure compliance with local, regional or national standards for Clinical Pharmacy Service provision (professional, legal and ethical) in order to demonstrate the requirements of Clinical Governance.
5. Continuously monitor advances in clinical practice and identify areas for future development to ensure that the service is responsive to changing needs, particularly with regard to the development of Clinical Pharmacy Services.
6. Identify and forecast areas of high drug expenditure, and identify areas of prescribing practice with can be modified in order to decrease expenditure and agree actions with relevant clinicians to achieve this.

7. Identify, co-ordinate the collection of, and critically analyse data required to monitor and evaluate the impact of Clinical Pharmacy Services in order to inform practice and service improvement.
8. Work as a member of the multi-professional health and care teams, providing expert clinical advice and expertise in relation to the use of medicines to peers, patients and management to ensure that best practice is promoted and delivered, in order to improve the quality and safety of patient care.
9. Lead and develop clinical pharmacy skills training for all pharmacists, including tutoring of pharmacists studying for a post-graduate qualification in clinical pharmacy. Act as the departmental lead for continuing professional development to ensure that all pharmacy staff are fit to practice.
10. Identify, develop, implement and co-ordinate research and development in clinical pharmacy practice & related medicines management throughout the department, including audit and review all aspects of Clinical Pharmacy Services, in order to develop and change systems of service delivery in line with Pharmacy and HCS objectives.

### **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**



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Vocational four year master's degree in pharmacy.</p> <p><b>Plus</b></p> <p>Registration with the General Pharmaceutical Council (obtained by completing one-year postgraduate pre-registration training followed by passing the General Pharmaceutical Council registration examination).</p> <p><b>Plus</b></p> <p>Post-graduate MSc or Diploma in Clinical Pharmacy.</p>	<p>Management qualification or equivalent experience.</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Expert theoretical and practical knowledge of clinical pharmacy and therapeutic use of medicines.</p> <p>Highly specialist knowledge of therapeutics of common disease states and frequently used therapeutic regimes.</p>	

	<p>Deep, specialist understanding of medicines governance, safety and management, including relevant legislation.</p> <p>Up to date knowledge of national guidelines and legislation relating to medicines use and pharmacy practice.</p> <p>Practical knowledge of maintaining records according to confidentiality and data protection protocols.</p> <p>An understanding of the techniques of change in the context of service development. Understands how to adapt a service to changes in health care practices.</p> <p>Demonstrable knowledge and specialist understanding of standards relating to Clinical Pharmacy and Medicines Information.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<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><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Highly developed, expert practical, clinical pharmacy skills.</p> <p>Excellent interpersonal skills are essential in order to deal with patients, clinicians, nursing and medical staff at all levels.</p>	



	<p>Proven ability to develop, motivate and manage staff and the ability to command respect and support of the team.</p> <p>Highly resilient and have well developed coping mechanisms to deal with stress when necessary.</p> <p>Strong relationship building with both internal and external stakeholders, up to and including at a senior level.</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> <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><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of postqualification experience).</i></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>Completed comprehensive rotations in clinical pharmacy.</p> <p>Experience of working effectively within and leading and managing a multidisciplinary team.</p> <p>Facilitation and tutoring of pharmacy staff.</p>	