

Ref: FOI/GS/ID 4472

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
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Maidstone
Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

1 March 2018

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Pharmacy Management and staff structure.

You asked:

1. *Copy of pharmacy management structure*
2. *Total WTE of pharmacists and pharmacy technicians*
3. *Total WTE consultant pharmacist posts, and their areas of speciality*
4. *Copy of Job Description for:*
 - a. *each Consultant Pharmacist post*
 - b. *Chief Pharmacist / Director of Pharmacy Name*

Trust response:

- 1, 2 and 3. Please see the following structure charts.
4.
 - a. Please note there are no Consultant Pharmacists in the Trust.
 - b.

Maidstone and Tunbridge Wells NHS Trust

Job Description

Job Title:	Chief Pharmacist
Grade:	Band 8d
Directorate:	Diagnostics, Pharmacy and Therapies
Base:	Pharmacy Department, Maidstone Hospital
Hours:	37.5 hours per week
Reports to:	Directorate Clinical Director
Accountable to:	Directorate Clinical Director / Medical Director

Job Summary:

- To hold corporate responsibility for the provision, management and development of all pharmacy services across the Maidstone and Tunbridge Wells NHS Trust.
- To hold statutory responsibility for ensuring safe systems are in operation for the prescription, dispensing, supply, security and administration of medicines.
- To hold corporate responsibility for Medicines Management within the Trust.
- Full member of the Trust Management Executive to report and advise on all Pharmacy and Medicines Management issues.
- To provide strategic leadership in Medicines Management both within the Trusts and across the Health economy to promote safe and cost-effective use of medicines and control of drug expenditure.
- Provide leadership to the Pharmacy departments and support the Clinical Director (Diagnostics, Pharmacy and Therapies) by developing, managing and delivering high quality, responsive and effective services in line with the Trust's strategic direction.
This includes support in:
 - Departmental business planning
 - Accurate costing of procedures
 - Effective budget monitoring
 - Negotiation of service level agreements

- Provide professional pharmaceutical leadership and manage all pharmacy services to ensure resources are used efficiently to provide a high quality services, meeting agreed performance standards. This includes :
 - Management of all pharmacy staff.
 - Cost effective purchasing of pharmaceutical drugs
 - Pharmacy IT systems management
 - Budget and Quality control.
 - Pharmacy audit and health and safety
- The postholder will be a full member of the Directorate Management team and through this will be responsible for assisting in the development of Directorate objectives and implementing these within their departments as part of the overall service plan.
- Act as Superintendent Pharmacist for the Trust in respect of all Trust premises registered as retail pharmacies.

Working relationships:

- Managerially accountable to the Clinical Director, Diagnostics, Pharmacy and Therapies.
- Responsible for all staff in the Pharmacy Departments across the Trust - 115 wte
- Internal:
 - Chief Executive
 - Members of the Executive Team
 - Chair and Non-Executive Directors
 - Medical Director
 - General Managers, Senior Managers and Heads of Dept
 - Clinical Directors and Medical Staff
- External: Partner organisations in local health economy
- May be called upon to speak directly with staff or patients in relation to drug incidents, complaints or distressing news.

Budget Responsibilities:

- Budget Holder for Pharmacy Services - Annual budget 2014/15 £4.1m
 - Drugs budgets are devolved to directorates, however professionally responsible for expenditure turnover of £30m (2014/15)
-

Key Results Areas :

Pharmacy Management and Performance

1. Corporate responsibility for the delivery, management and development of the pharmacy services to the Maidstone and Tunbridge Wells NHS Trust and to external customers.
2. Provide pharmaceutical leadership within the Trust and ensure pharmacy practice reflects national and local developments in clinical practice. This will include the implementation of national policy initiatives and evidence based practice.
3. Manage the purchasing of pharmaceuticals in compliance with purchasing policies and in a cost effective manner to ensure best 'value for money', whilst consistent with quality and legal requirements. Ensuring action on any drug alerts from the MHRA relating to defective medicines.
4. Manage resources to ensure all financial, activity and performance targets are met. This will require a proactive and problem-solving approach to anticipate variances from plan and ensure corrective action is taken at an early stage.
5. Support the development of the annual business plan for the Directorate ensuring its implementation and effective monitoring of progress.
6. To control drug expenditure by review of prescribing and provision of a managed system of entry for new drugs and to liaise with the Pharmaceutical Advisors of local primary care organisations on all aspects of Medicines Management.
7. Liaise regularly with clinical directorates providing pharmaceutical advice and supporting information on medicines usage to clinical and managerial colleagues. Also provide participation in the West Kent Prescribing Advisory Group and East Sussex PAG if so requested, together with support to local CCG Prescribing Groups, Area Prescribing Committees and local Ethics Committees.
8. To represent the Pharmacy Services on Trust committees including the Trust Management Executive, Drugs and Therapeutics, Medicines Management, Clinical Governance and ad hoc project groups.
9. Act as Superintendent Pharmacist for the Trust in respect of all Trust premises registered as retail pharmacies.
10. Participate, when necessary, in dispensary duties which will include clinical validation checks of prescriptions, dispensing, and final dispensing

accuracy check prior to release of prescriptions in accordance with The Medicines Act 1969 and The Misuse of Drugs Act 1970.

Governance and Risk Management

1. To control the risk of medication error by ensuring safe systems are in place for the prescription, dispensing and administration of medicines and for the investigation of medicine errors. To undertake any remedial action necessary.
2. To hold corporate responsibility for Medicines Management throughout the Trust.
3. To be responsible for Clinical Governance for the Pharmacy Services and to support the Clinical Governance agenda by managing systems to monitor clinical standards, ensuring evidence-based practice is integral to service delivery and involving patients and others in developing and enhancing services
4. To be responsible for the investigation of complaints, provision of suitable responses and to ensure remedial action is taken.
5. Support clinical trials involving medicines and encourage pharmacy practice research.
6. Support the Clinical Director in developing and delivering the Directorate's quality improvement program to ensure required quality targets are met within agreed timescales and resources.
7. Ensure regular audits of aseptic and related facilities in line with service standards and implement changes required.

Partnerships

1. Responsible for negotiating service level agreements/contracts for pharmacy services to external organisations and ensure services meet agreed requirements.
2. Work closely with the Clinical Director to develop innovative approaches to service delivery encouraging key stakeholders, including patients, GPs and others, to contribute towards improvements in patient care.

Modernisation

1. Support the development of pharmacy services in line with the Trust's strategic direction and any subsequent reconfiguration. This will include

identifying and developing opportunities for strategic alliances and partnership working with other organisations including CCG's, independent and private sector companies.

2. Develop and monitor pharmacy IT strategy and systems, harnessing the benefits of new technology to enhance patient services e.g. electronic prescribing and medicines information.
3. Ensure services are patient, rather than organisation, focused being responsive also to changes in national policy and the needs of purchasers and other partners. Ensure services are able to respond effectively and appropriately to meet fluctuations in demand.

Human Resources

1. To ensure that all pharmacy staff are managed and developed within the NHS Human Resources strategy including Improving Working Lives, Investors in People and the Trusts Human Resources Policies and Procedures.
2. Foster a culture of life-long learning to ensure continuing personal and professional development for all pharmacy staff within the Pharmacy Services - to include provision of pre and post registration training, continuing professional education and vocational training.
3. Ensure departmental policies and procedures reflect best practice and are understood and followed by departmental staff.
4. Support the Clinical Director in managing all pharmacy staff within the department, to ensure high levels of motivation, service delivery, and quality. This will require ongoing review of staffing numbers and skill mix to reflect changes in demand and / or clinical practice.
5. To undertake regular appraisals of senior pharmacy staff and ensure that appraisals for all Pharmacy staff are performed on a regular basis.

General

1. Ensure that standing financial instructions are observed within pharmacy. Authorised signatory as Appointing Officer, Non-Pay Expenditure, Charitable Trust Fund, Sales Invoice Requisition and Certifying Time Sheets.
2. Physical Effort - combination of sitting, standing and walking and occasional light physical effort. High degree of keyboard and VDU usage.
3. Mental Effort - requires concentration in production of complex, accurate and timely reports and policy documents. Responsible for chairing of meetings at a high level. Performed with the possibility of being interrupted by urgent request for advice, incidents etc.

4. Emotional Effort - may work with severely ill or distressed patients or relatives in relation to drug treatment, medication incidents or complaints. May be involved in serious staff issues including giving unwelcome news to members of staff.

Job Description Agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of Manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.

6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy.
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust.
12. All staff are required to fully comply with the NHS Code of Conduct.
13. SAFEGUARDING CHILDREN - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

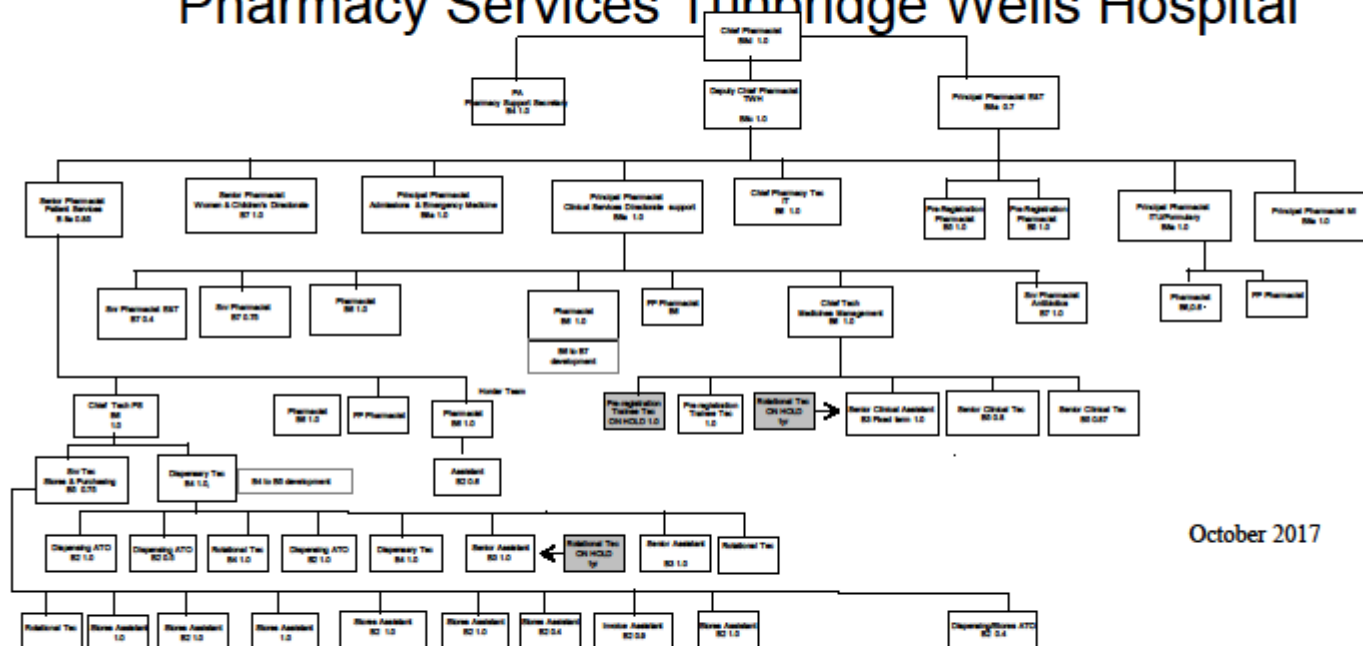
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

15 All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Vocational Masters Degree in Pharmacy • 1 years pre-registration training • Registered as a Pharmacist with the General Pharmaceutical Council (GPhC) • Postgraduate Clinical Qualification or relevant experience • Postgraduate Management Qualification or relevant experience 	<ul style="list-style-type: none"> • Member of College of Pharmacy Practice. • Member of the Royal Pharmaceutical Society of Great Britain
Experience	<ul style="list-style-type: none"> • At least ten years post registration Hospital experience. • Experience of delivering a high quality clinical pharmacy service to customers • Successful management of change in a complex organisation. • Proven ability to manage resources effectively. • Detailed knowledge and experience of the operation of NHS organisations. • Performance management and development of staff. 	<ul style="list-style-type: none"> • Experience of clinical audit and/or practice research
Knowledge	<ul style="list-style-type: none"> • Excellent clinical and pharmaceutical knowledge relating to promotion of high quality, efficacious, safe and cost effective use of medicines • Knowledge of the changing NHS environment and government initiatives e.g. NICE, CQC etc. • Awareness of and commitment to, Clinical Governance Agendas 	<ul style="list-style-type: none"> • Involved in Regional or National Committees. • Published Pharmaceutical Research

Skills	<ul style="list-style-type: none"> • Well developed leadership and motivational skills • Well developed negotiating and influencing skills. • Ability to work on own initiative and as part of a team. • Excellent verbal and written communication skills • Ability to plan, prioritise and organise workload • Effective customer service skills – able to work to meet the needs of customers of the service. 	<ul style="list-style-type: none"> • Computer literate
Attributes	<ul style="list-style-type: none"> • Positive and optimistic • Ability to achieve demanding tasks and objectives against deadlines 	
Additional requirements	<ul style="list-style-type: none"> • Clean driving license to enable travel between sites 	

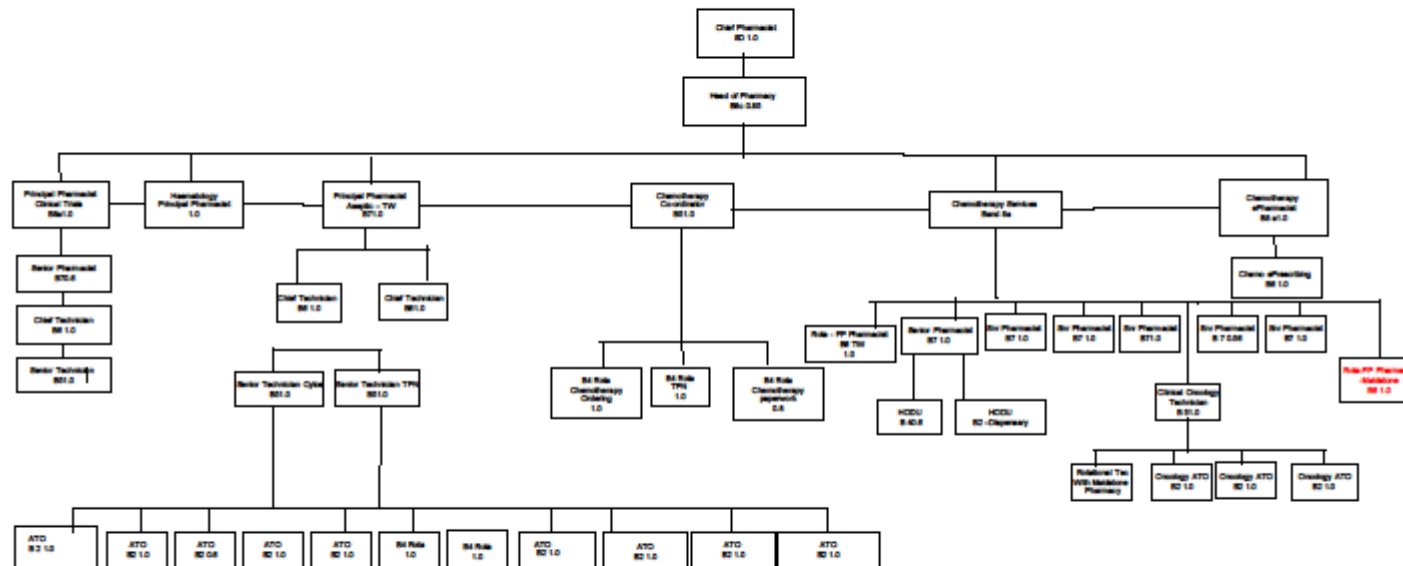
Pharmacy Services Tunbridge Wells Hospital



October 2017

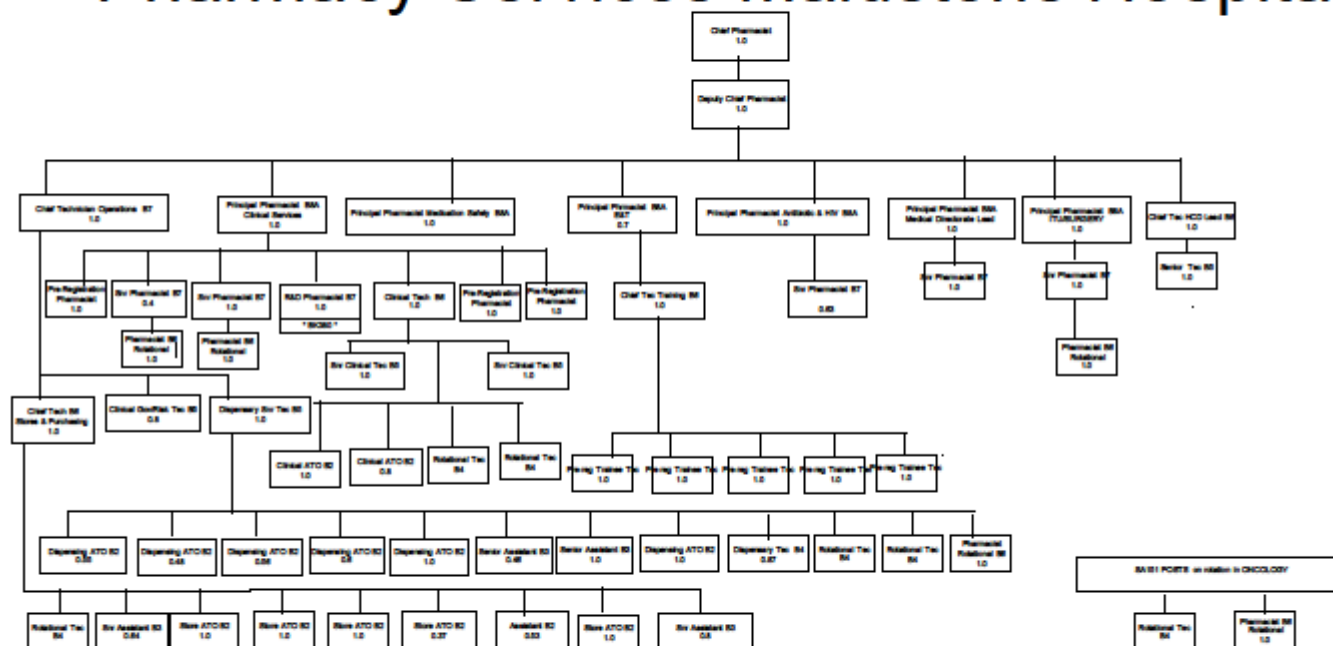
Chairman: David Highton Chief Executive: Miles Scott
Trust Headquarters: Maidstone Hospital, Hermitage Lane, Maidstone, Kent ME16 9QQ
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Pharmacy- Cancer & Technical Services

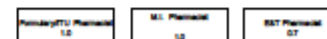


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Pharmacy Services Maidstone Hospital



Total Wide Fields Based at TWH are:



October 2017

