



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Pharmacist  (With Emergency Duty Commitment)
<b>Responsible to:</b>	Matron / Chief Executive
<b>Accountable to:</b>	Matron / Chief Executive
<b>Overall objective:</b>	Working as part of the Clinic's multi-disciplinary team, the post holder is responsible for the provision of safe, efficient, economical and timely pharmaceutical services throughout the Clinic, within all current legislative requirements.  Management of external legislative, regulatory and supplier relationships.

## Main duties and Responsibilities

- To provide a high quality, patient centred, safe pharmaceutical service to all Clinic departments to include Wards, Theatres and Outpatients.
- To manage and lead the development of the Pharmacy service, updating policies and procedures as required.
- To manage change, to project manage and implement new processes, delivering more functions and responsibilities in the light of constantly increasing demand and complexity due to internal and external factors.
- Attend quarterly meetings of Local Intelligence Network IN (LIN) on behalf of the Accountable Officer, and report back to the Accountable Officer regarding issues relevant to the Clinic.
- To fulfil the requirements of the duties of the Designated Officer in accordance with Controlled Drugs (Supervision of Management and Use) Regulations (Northern Ireland) 2009.
- Prepare and review the Pharmacy capital expenditure budget and to provide updates and accountability at times of unplanned increased department spending.
- To provide professional supervision, ensuring the accurate, legal and safe control and management of pharmaceutical products within the Clinic and ensure compliance with same.



- Comply with all legal requirements and Clinic policies and procedures in relation to the purchase, supply, use, safe custody and destruction of all pharmaceutical products within the Clinic.
- To work with Pharmacy staff to identify suppliers, and liaise, negotiate and manage the supplier relationships.
- To co-ordinate the Clinic's response of the finance function regarding issues with commercial suppliers.
- To obtain and maintain reasonable stock levels of pharmaceutical products within the Clinic ensuring correct recording and disposal of expired products.
- To comply with all legal requirements for the ordering, storage, distribution, reconciliation and destruction of controlled drugs throughout the Clinic.
- To provide a ward pharmacy service including routine monitoring of ward and theatre stock levels, monitoring prescriptions, dispensing of take home medication and provision of home packs.
- Participate and oversee statutory inspections of Controlled Drugs in the Clinic's departments and Pharmacy department.
- To co-ordinate and lead, the relationship with the HSCB concerning supply of goods and services for weekly chemotherapy, and other goods and services as appropriate including out of normal working hours.
- Co-ordinate in conjunction with Chemotherapy Nurses, the delivery and checking of chemotherapy drugs. Dispense supplementary medicines for patients undergoing chemotherapy as required.
- To develop a safe chemotherapy pharmacy service, producing documentation, and on-going review of policies and processes.
- Advise patients on the use of dispensed medicines as required. To provide advice and guidance on the use of medicines to other professional staff.
- To attend the monthly senior clinical staff meeting, communicating appropriate information to ensure a safe and correct use of drug products within Clinic.
- To produce, co-ordinate and edit monthly Pharmacy Bulletin for distribution to all clinical staff in the clinic, in order to inform and update on relevant pharmacy related issues.



- To manage the Pharmacy department's response to key quality assurance inspections, such as those carried out by RQIA, CHKS and Department of Health. To co-ordinate and ensure compliance not only in Pharmacy, but in the Clinic's response regarding Pharmacy quality standards.
- To co-ordinate the reporting of incidents involving drug products to manufacturers and statutory bodies such as MHRA.
- To liaise and collaborate constructively with other heads of department regarding pharmacy issues, and lead on implementation of best pharmaceutical practice as it relates to service delivery across the Clinic.
- To attend and chair the Clinic's Pharmacy User Group as required.
- To attend the Health and Safety Committee and advise on matters relating to drugs.
- To participate in clinical audit and research as required.
- Carry out departmental Risk Assessments.

### **Staff Management**

- To provide professional and managerial involvement for recruitment and selection of pharmacy staff. To provide a standard pharmacy induction to all pharmacists, including locums, and pharmacy assistants emphasizing a safe and cost effective use of pharmacy resources, including staff time.
- To manage and direct the Pharmacists and the Pharmacy Assistants in their duties. To supervise locum pharmacy cover as required.
- To support the pharmacists and pharmacy assistants regarding their clinical duties and personal and professional development.
- To prepare, distribute and participate in the pharmacist duty rota, including Saturday working and on call cover. Co-ordinate the scheduling of pharmacy locums as required.
- To participate in the On-call Pharmacist rota (Emergency Duties Commitment) as required.
- To undertake performance reviews for all Pharmacy staff on an annual basis.



- Conduct return to work interviews as required.
- Ensure Pharmacy staff complete annual mandatory training.

### **Professional Responsibilities**

- Maintain registration on the Pharmaceutical Society of Northern Ireland (PSNI) Register and act at all times in accordance with the standard of the PSNI Code of Ethics.
- Maintain 30 hours annual Continued Professional Development, relevant to practice in UIC, in order to qualify for registration as above.
- Attend all mandatory, clinical and any other training / development activities as required.
- Be accountable for his / her own practice, maintaining and improving professional competence in accordance with PSNI requirements.

### **General Duties**

- Read, understand and adhere to all Ulster Independent Clinic policies and procedures at all times.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.
- Attend all mandatory in-service training and clinical training as appropriate.
- Actively participate and contribute to the continuous improvement of the service in own work area.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines and maintains own personal development file.
- Communicate effectively with all users of service, being courteous and respectful at all times.



- Attend all meetings as required.
- Participate in annual performance review and maintain own personal development file.

**The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.**



**Personnel Specification**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<p>At least 3 years' post registration recent Pharmacist experience at managerial / Senior Pharmacist level to include: responsibility for managing a pharmacy team – performance and absence management; recruitment and selection and, training of staff.</p> <p>Experience of sourcing pharmaceutical products for all departments within the Clinic ensuring safety is a priority.</p> <p>Can fulfill the role of Designated Officer for the Clinic.</p>	<p>Experience of Chemotherapy drug management.</p> <p>Budget management experience – developing yearly pharmacy budget and monitoring of budget against expenditure.</p>
<b>Education/ Qualifications / Training</b>	<p>BSc or MPharm or BPharm (or equivalent) in Pharmacy.</p>	
<b>Professional Membership</b>	<p>Current registration with the Pharmaceutical Society of Northern Ireland.</p>	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts.</p> <p>Current professional indemnity insurance.</p> <p>Evidence of continuing professional development.</p>	



	<p>Computer literate in MS Office – Word, Excel and Outlook.</p> <p>Proficient in the use of a Pharmacy computer system, for example McLernon Labelling System.</p> <p>Satisfactory completion of right to work / UK settlement status, reference checks, *ACCESSNI clearance and medical assessment (required prior to appointment).</p>	
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**Competencies:**

- Ability to work independently and, as part of the Multi Disciplinary Team.
- Patient Focus
- Effective communication and Interpersonal skills
- Ability to plan, prioritise and organise workload – own and that of the department.

**Information for Applicants**

\*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling and Storage of Information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:  
<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:  
<https://www.justice-ni.gov.uk/publications/ani-privacy>