

# Job Description: Pharmacy Manager (Sodexo Justice)



Function:	Healthcare – Correctional Operations
Position:	<b>Pharmacy Manager</b>
Job holder:	
Date (expected start):	
Immediate manager:	Senior Pharmacist
Additional reporting line to:	Head of Healthcare at HMP & YOI Peterborough
Position location:	HMP & YOI Peterborough

## 1. Purpose of the Job – State concisely the aim of the job.

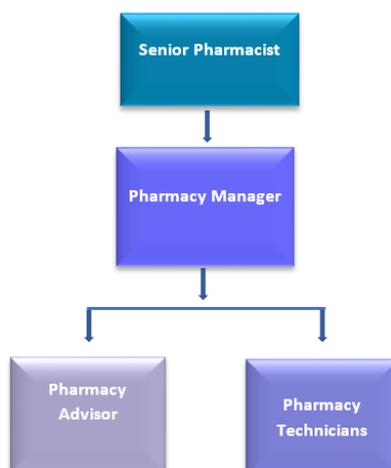
- To provide a safe and high-quality clinical pharmacy services to the allocated prison which will be part be of a comprehensive healthcare package based on the prison service's needs
- To be a responsible pharmacist in the dispensary and ensure effective use of SystmOne and Pharmacy Dispensing System
- Lead a team of support staff and work closely with a range of clinicians and non-clinicians from Primary Care, Mental Health and other health partners in ensuring effective delivery of pharmacy services
- Ensure that delivery in line with local and national medication management and pharmacy services protocols and policies, and identify and improve processes and apply principle of medication optimization
- Contribute to the robust governance and assurance of medication management within the context of changing practices in light of COVID-19

## 2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY20:	€ N/A	Revenue:€ N/A	Growth type:	N/A	Outsourcing rate:	N/A	Segment Workforce:	N/A
		GP: N/A			Outsourcing growth rate:	N/A	Finance in segment	N/A

Characteristics ▪ Part of the Justice Healthcare team

## 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Follow the Responsible Pharmacist Guidelines as outlined by the GPhC.
- Ensure all legal requirements relating to medicines use and storage are adhered to
- Build and maintain strong working relationships with all key stakeholders which include the immediate pharmacy services team, and the wider Healthcare team at the prison where you are based
- Function effectively within the constraints of the prison regime and movement
- Proactively manage delivery and supply of medication
- Contribute to the investigation of medication errors and oversee investigation of CD errors including reporting to CDLIN. Manage the Pharmacy Techs on site and ensure HR processes are implemented and in a timely manner

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

**Working in a team delivering in-house pharmaceutical services within a prison setting. Assignments will include:**

- Ensure the safe and effective running of the Pharmacy making sure that all Pharmacy staff understands their roles and responsibilities in relation to the Sodexo Justice Standard Operating Protocols
- Provide line management to pharmacy staff in line with Sodexo recommendations and professional requirements, when required
- Lead the team of pharmacy technicians and support workers in the day to day provision of pharmacy services
- Responsible for accuracy checking and clinically screening prescriptions
- Review prescriptions for accuracy and legality and identify actual or potential problems
- Provide advice on the cost effective use of medicines including the implementation of prescribing guidelines and identification of potential cost savings
- Provide support with medication management training to new prescribers, GPs, Nurses when required
- Ensure appropriate stock / inventory management to ensure that there are no delays in patients receiving medication
- Ensure robust management processes with wholesalers
- Ensure implementation of a medicine waste management strategy and oversee returns of medicines that can be reused based on national and local protocols
- Act on intelligence around supply issues
- Act on MHRA alerts and review supply of medication accordingly
- Work closely with prescribers to ensure safe prescribing
- Run audits as identified through the Lead Pharmacist or through learning from incidents / complaints, take relevant actions, share learning and ensure assurance checks are in place.
- Ensure effective monitoring of FP10s & FP10 MDAs supply on release
- Use of available Telemedicine solutions where appropriate
- Effective Pharmacy Cost Management and critically evaluate to identify savings where appropriate

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Work closely with Lead Pharmacist and to provide assurance that medicines management and pharmacy services are integrated, safe, legal, of a high quality and accurate
- Be accountable for the effective supply and appropriate storage of medicines including effective stock management, and ensure compliance with legal obligations; this will include overseeing the destruction of unused and expired medication
- Ensure the effective outcomes of treatment with medicines
- Monitor patients for potential and actual adverse effects of their medicines
- Support provision of medication on release of patients from prison

## 7. Profile / experience, competencies and skills

- Registration with the General Pharmaceutical Council (GPhC)
- Experience of working in a custodial environment (desirable)
- Successful completion of a GPhC accredited Master of Pharmacy degree (MPharm), which is a full-time, four-year course
- Successful completion of one year's pre-registration training,
- Successful completion of the GPhC's registration assessment
- Meeting the fitness to practice requirements for registration as a pharmacist.
- Ability to work under pressure in a fast-paced environment
- Experience of leading and managing a team
- A strong focus on continuous improvement for processes and procedures
- Committed to customer care and first class service provision

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Document Owner			

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_