



UHS Pharmacy Limited

Job Description

- Job Title:** **Superintendent Pharmacist & Manager**
- Pay:** £60-£70k per annum, commensurate with proven and relevant experience and performance bonus up to 10%
- Hours Per Week:** 40
- Accountable to:** Directors of UHS Pharmacy Ltd.
- Accountable for:** All staff employed by UHS Pharmacy Ltd ("The Pharmacy")
Services provided by The Pharmacy
- Main Purpose:** To manage UHS Pharmacy Limited, primarily to provide a professional service to outpatients of University Hospital Southampton NHS Foundation Trust ("The Trust")
- Background:** UHS Pharmacy Limited is a wholly owned subsidiary of the University Hospital Southampton NHS Foundation Trust. It was formed in order to provide dispensing and other professional services to outpatients of the Trust. It also provides a range of over-the-counter medicines and pharmacy services for hospital staff, outpatients and visitors.
- Duties:** Professional
1. To act as Superintendent Pharmacist for UHS Pharmacy Ltd, ensuring the duties as set out by the General Pharmaceutical Council are undertaken.
 2. To ensure that the requirements for Responsible Pharmacist are met.
 3. To lead the service of The Pharmacy, maintaining a high standard of service in accordance with legislation, GPhC standards and recognised good practice.
 4. To develop and maintain necessary Standard Operating Procedures.
 5. Where necessary, undertake day-to-day professional clinical duties, including screening outpatient prescriptions for appropriateness and providing advice to patients and health care professionals. To monitor prescriptions for compliance with the Trust formulary and prescribing guidelines, contacting prescribers as necessary to achieve compliance where clinically appropriate.
 6. To maintain the stock of the company in accordance with legislation



- and good practice, including rotation of stock and security.
7. To undertake CPD, and to be responsible for the CPD, training, induction and assessment of all other staff employed by the pharmacy.
 8. Ensure errors are reported; reviewed and analysed. Implement actions to prevent or mitigate impact
 9. Ensure compliance with all relevant legislation and GPhC standards of conduct, ethics and performance
 10. To ensure adequate staffing levels and competence to deliver a safe and effective service.
 11. To ensure that the premises meet the requirements for a registered pharmacy and provide a good client experience.
 12. To be responsible for health and safety aspects for both staff and clients
 13. To raise professional concerns to the Directors in a timely manner and recommend remedial actions.

Managerial

1. Ensure the delivery of outpatient dispensing services for the Trust are supplied according to the contract. Monitor and report performance against contract requirements and KPIs
2. To manage the resources of The Pharmacy in order to provide a safe, efficient and effective service, focussed on customers' needs. To ensure that The Pharmacy meets or exceeds GPhC standards and maintains registration as a pharmacy.
3. Both personally, and as a Pharmacy team, lead and be responsible for collaborating with other health care professionals in order to optimise the use of medicines. To develop and introduce new approaches to facilitate this.
4. Liaise with clients to forecast service demand and manage resources
5. Be ultimately responsible for the staff of The Pharmacy, including recruitment, training, workload allocation, appraisals and, if necessary, disciplinary and grievance procedures. To ensure that staff temporarily seconded to The Pharmacy for training purposes receive appropriate instruction, supervision and training opportunities.
6. Using innovative approaches, to drive the business forward in order to improve it, and to maximise financial return within the context of patient-



focussed, professional care.

7. To undertake peer reviews and audits of performance of the Pharmacy, both with regard to customer and client satisfaction with the service provided, and financial stability.
8. Work with other Pharmacies to develop best practice based on benchmarking information
9. Responsible for ensuring all business risks and opportunities are highlighted to Directors
10. Maintain a risk register for the pharmacy
11. Ensure adequate record keeping is in place for all aspects of UPL.
12. To ensure that I.T. systems between The Pharmacy and the Trust are aligned to meet their respective needs and maintain confidentiality. Ensure IT systems are adequate to operate effectively and that users are trained to achieve optimum use.

Financial

1. To ensure that The Pharmacy meets financial targets, monitoring and controlling expenditure. To provide regular reports on this to the company Directors.
2. Using innovative approaches, ensure that productivity of the service is effective to retain a high level of quality, in line with expected public sector improvements.
3. To ensure that income is maximised, for example through collection of prescription charges and developing the sales side of the business
4. To purchase equipment and consumables as required by the company, within financial constraints. To ensure that the equipment and environment is maintained to a high standard.
5. Be responsible for producing the annual business plan and management framework; ensuring this is followed and deviation is advised to Directors

Relationships:

1. Works largely autonomously, but reports to the Directors of the Company
2. Supervises pharmacists, pharmacy technicians, student pharmacy technicians, pre-registration graduates and other supporting staff. (Note that some of these would be on temporary placements, seconded from The Trust for training purposes).
3. Liaises with pharmacists, doctors, nurses and other members of the



health-care team in order to optimise the medical treatment of patients.

4. Works with other members of the Client, including support services, contract managers and inpatient Pharmacy.

Health and Safety:

Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare. Any employee who does so will be liable to serious disciplinary action including dismissal.

The staff of UHS Pharmacy Ltd are expected to comply with company health and safety policies, and relevant ones of The Trust.

Infection Control:

Staff of UHS Pharmacy Ltd are required to comply with company Infection Prevention policies, and relevant ones of The Trust, in order to protect their own health and that of other employees, visitors and patients. Any employee who wilfully disregards infection prevention policies may be liable to serious disciplinary action including dismissal.

Child Protection/ Safeguarding

Staff of UHS Pharmacy Ltd are reminded of their responsibility to adhere to Child Protection and Safeguarding policies, including employment checks.

Confidentiality:

All employees of UHS Pharmacy Ltd are reminded of the need to treat all information, particularly clinical, financial and management information, as confidential. Failure to respect this requirement may lead to disciplinary action.

Written:

Version 1.4 April 2019

This job description will be reviewed regularly as part of the individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post-holder.