

# Job Description: Medicines Management Lead



Dear Candidate,

Thank you for your interest in this post and for taking the time to read this information pack. We hope that this exciting and rewarding opportunity catches your imagination and you are encouraged to apply.

North Tees and Hartlepool NHS Foundation Trust (NTHFT) is an ambitious organisation with a focus on excellent patient care. Our teams operate across two acute hospital sites, a community hospital in Peterlee and a number of other community-based hubs employing 5,500 staff who provide integrated hospital and community based services.

We have an income of around £360m and serve a population of c.400,000 living within Hartlepool, Stockton-on-Tees, East Durham and surrounding areas including Sedgefield, Easington and Peterlee and wider population for our NHS England commissioned services on bowel, breast and cervical cancer.

Our population experiences significant health inequalities and one of our prime aims is to not only provide the best health care but to raise the health aspirations of the communities we serve. Treating illness is only part of our work.

Patient safety is our absolute, number one priority and is reflected in everything we do. We expect every colleague, clinical or non-clinical, to always put our patients first.

We are an aspiring organisation with a focus on innovation in healthcare, reflecting the ambitions of the NHS Long Term Plan. Working to facilitate care closer to home, with a drive for prevention and control over own health – the Trust is dedicated to collaborative ways of working to drive aspirational outcomes for patients and the wider community at large.

We work in close partnership with a range of local and national organisations for the benefit of our patients. Currently we are developing a hugely ambitious [Clinical Diagnostic Centre](#) in Stockton town centre in partnership with Stockton-on-Tees Borough Council, North East and North Cumbria Integrated Care System and South Tees Hospitals NHS Foundation Trust.

Staff members enjoy significant benefits such as access to unique NHS discount services (including retail, insurance and travel) and we pride ourselves on our commitment to the health and wellbeing of our colleagues.

We are seen as a valued local health 'voice' and a vocal advocate for our community. Our colleagues are often featured in local and national news stories and, on occasions, even international reporters have shown an interest in our work.

The Trust operates a progressive pathway management model, with the establishment of three care groups focused on: Healthy Lives, Responsive Care and Collaborative Care.

Our vision is to be a consistently high performing and financially sustainable Trust. We are well on the way to achieving this and by joining us now, you can contribute to our continued journey.

**We are looking for people to join us at NTHFT who are aligned with our values: Collaborative Aspirational, Respectful, Empathetic.**

You can learn more about our work on our website <https://www.nth.nhs.uk/> and on our active social media accounts.

Thank you on behalf of the Trust Board for your interest in working for North Tees and Hartlepool NHS Foundation Trust and wish you every success in your application.



**Prof Derek Bell**  
Chair



**Stacey Hunter**  
Group Chief Executive Officer

**Job Description**

**Job Title:** Medicines Management Lead

**Division:** Pharmacy

**Care Group:** Healthy Lives

**Contracted Hours:** 30

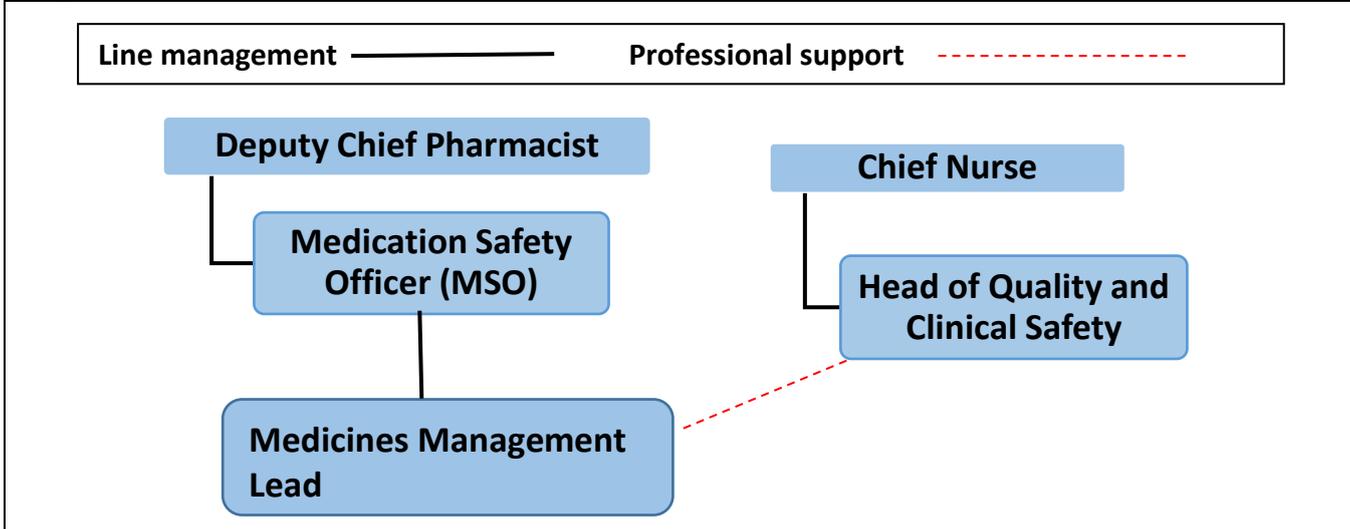
**Base:** University Hospital of North Tees, but may be required to work on both sites to meet the needs of the service

**Pay Band:** 7

**Main Purpose of the Job**

- To act as a resource, and professional link between pharmacy and nursing teams.
- To provide leadership, support and co-ordination for the implementation of safe medicines practice.
- Support Medication Safety Officer (MSO) to meet Trust and Pharmacy Strategy.
- Lead on project management of all aspects of effective medicines management throughout the Trust e.g. medicines storage, use of patient own drugs and self-administration, ward temperature monitoring.
- To support the quality strategy on reduction of medication harm and improvement.
- Contribute to the development of best practice in medicines administration, which include update and implementation of relevant guidelines, care pathways and Trust wide policies and procedures.
- To plan, develop, organize and implement educational programs to improve practice around medicines management.
- Work as part of the Pharmacy team to deliver a high quality service to patients and users, adhering to standards of service delivery.

**Organisational Chart**



### **Communications and Relationships**

1. Support MSO to promote safe management of medicines across the Trust, with areas in scope including (but not restricted to) medication errors, medicines administration, controlled drugs compliance.
2. To provide specialist advice and support to multi-professionals across care groups relating to safe medicines management in line with national regulatory framework, legislations and Trust policies
3. Work collaboratively with a range of professionals to promote multidisciplinary involvement and best clinical practice in medicines management.
4. To work with all staff groups across Care groups within the Trust, communicating important information about safe medicines practices.
5. Support nursing, midwifery and allied health professionals staff involved in medicines management related patient safety events in line with Patient Safety Incident Response Framework (PSIRF) principles/ competency assessment.
6. Liaise as appropriate with external stakeholders (GPs, community pharmacy) to address and resolve issues around the primary/secondary care interface.

### **Analytical and Judgement Skills**

1. Work independently (when required), providing support to medicines management processes. This will include dealing with ad hoc inquiries regarding medicines management issues, policies and procedures. The post holder is required to use judgement in providing appropriate advice.
2. Identify problems that arise, formulate solutions and recommend/decide on the best course of action.
3. Analyse medication events, monitor trends and ensure appropriate actions are in place to prevent recurrence; and that shared learning disseminated across the organisation.
4. Participate in analysing complex audit data in relation to safe and secure handling of medicines, when required.

### **Planning and Organisational Skills**

1. To provide forward audit planning and co-ordination, lead and support audit programs to identify learning outcomes and to drive improvements in clinical practice (e.g. medicines storage audit).
2. To contribute to the production of medication events updates and relevant safety reports (e.g. annual quality account report) in collaboration with MSO.
3. Attend Trust meetings relevant to the role and provide update reports on progress with key projects and medicines management issues.
4. Participate in regional or national forums/meetings as appropriate and share learning

### **Physical Skills**

1. Ability to concentrate for prolonged periods.
2. Standard keyboard skills and use of Microsoft office applications.
3. Able to move sites/attend off site venues for meetings, which may include travel within the region.

### **Patient/Client care**

1. To promote a safety conscious culture.
2. Raise organisational and individual awareness of safe medicines management practice, amongst all healthcare professionals.
3. Ensure healthcare professionals' medicines management practices are in accordance with professional and Trust standards.
4. To promote safe, effective and economic use of medicines for patients; work with ward manager to develop safe system of work in respective clinical areas.

### **Policy and Service Development**

1. Support the development and ongoing review of trust wide clinical guidelines, policies and procedures to ensure safe medicines management practice by considering current practice in the context of legislation changes, national policies and best practice guidelines.
2. Review and update medicines management training materials (mandatory training for all clinical staff) to ensure accurate and current information are provided.
3. Contribute to the modernisation and management of change within the Pharmacy service.
4. Support development of performance indicators and clear deliverables to meet the trust response to medication safety and governance elements of CQC, NHSE and other bodies/standards.
5. Involved in managing and developing the national and local medicines management safety agenda/ quality improvement project within the Trust.

### **Financial and Physical Resources**

1. Support ward managers and other stakeholders with the purchase of equipment/device expenditure relating to the safe and secure storage of medicines.
2. Assist in the identification and implementation of change to deliver value for money in the medicines management process
3. Participates in the business planning process if required.
4. To develop, deliver and support the training of medicines management training for healthcare professionals as appropriate (e.g. nursing preceptorship students, post registration nurse etc).
5. Support the training of junior pharmacy staff
6. Prepare and deliver teaching relevant to safe medicines management to various groups and forums as appropriate.

### **Management and Leadership**

1. Provide professional leadership, ensures healthcare medicines management practice is safe, effective, and align to the Trust priorities/objectives.
2. Foster external networks and work collaboratively with medicines management leads in other Trusts.
3. Contribute to medicines management developments e.g. automation, and assist the MSO to meet the Trust/Pharmacy vision for the safe management of medicines.
4. Initiate actions to resolve issues relating to administration and safe handling of medicines with the aim of ensuring clinical and governance standards are met.
5. To ensure risks related to medicines management are identified, assessed and prioritized in accordance with the Trust risk management policies.
6. Monitor standards of practice within the defined policies and protocols to ensure adherence to and delivery of high quality service.
7. Facilitate achievement of consensus between groups/individuals with different, potentially opposing and strongly held views.

### Information Resources

1. Develop, analyse and provide information to support the quality improvement agenda within the organisation e.g. through audits, benchmarking etc.
2. Utilise expertise and knowledge to assist with decisions, recommendations and implementation of policy within medicines management.

### Research and Development

1. Assist in reviewing audits of clinical performance and effectiveness in relation to the safe management of medicines by clinical staff.
2. Lead clinical audits in medicines management to identify and address trends and themes of prescribing and administration errors.
3. Promote awareness of current updates and literature on developments in practice and research in relation to medicines management.
4. Develop framework that helps to facilitate sharing of good practices.
5. Promotes Practice Research.

### Freedom to Act

1. Interpret national guidelines and Trust procedures and policies.
2. Operates independently.
3. Manages own time and diary commitments

### Personal

- Ensure compliance of code of professional conduct and standards
- Develop and maintain professional competence.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Participate in review of own performance regularly and development of personal development plan at least every 12 months
- Take responsibility for own actions
- Engage in reflective practice - recognise own personal strengths and weaknesses and identify appropriate strategies to enhance the strengths and overcome or minimise the weaknesses
- Apply personal effectiveness skills in terms of time management, prioritisation, resource management, self-motivation and team work

### General Requirements:

Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff

Tackle discrimination and harassment, and promote equality and diversity in the workplace

Reduce sickness absence; work place accidents; and promote zero tolerance on violence against staff

Take responsibility for personal development and education and the development of a Personal Development Plan.

### **1. Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust E.g. Speaking Up Policy (RM 36) in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. Equal Opportunities**

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy

### **5. Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **6. No Smoking**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smoke Free Policy (EF12)

### **7. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **8. Equal Opportunities**

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### **9. Conflict of Interest**

The Trust is responsible for ensuring that the service provided to patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties

## **10. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.

To be accountable for implementation of *The Health Act 2008 Code of Practice for the Prevention and Control of Healthcare Associated Infection* within own department/area of responsibility.

Prepare for and undertake the protective interventions that he/she is responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.

## **11. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

## **12. Disclosure and Barring Service**

This post is deemed to require a Disclosure Check – Enhanced Level with the DBS. This is due to the fact the post has access to children or vulnerable adults. Further information on the Disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

## **13. Other duties**

To undertake other duties to meet the changing needs and priorities of the Trust, the service and the clients, as determined by your manager and in accordance with the grade of the post.

## PERSON SPECIFICATION

**Job Title: Medicines Management Lead**

**Pay band: 7**

**Department: Pharmacy and Medicines  
Optimisation**

**Care Group: Healthy Lives**

Attribute	Essential	Desirable	Assessment
Qualifications & Training	<ul style="list-style-type: none"> <li>Registered healthcare professionals with relevant and significant experience at Band 6 or above</li> <li>Mentoring experience</li> <li>Educated to degree level or equivalent</li> <li>Evidence of Continuing Professional Development (CPD).</li> <li>Patient Safety Level 1&amp;2 (ESR)</li> </ul>	<ul style="list-style-type: none"> <li>Prescribing qualification</li> <li>Qualifications in medicines management</li> <li>Leadership qualifications</li> <li>Quality Improvement Training (QSIR F/QI Bronze)</li> </ul>	AF/I
Experience	<ul style="list-style-type: none"> <li>Experience of managing medicines in any setting e.g. safe and secure handling of medicines, administration of medicines.</li> <li>Experience of supervision and assessing competence of staff.</li> <li>Experience of designing and implementing an audit</li> <li>Experience of investigating and analysing medication related patient safety events/errors.</li> <li>Experience of developing work processes and procedures</li> <li>Experience of clinical ward work</li> <li>Education and training experience</li> </ul>	<ul style="list-style-type: none"> <li>Significant previous clinical experience (senior level) or have experience in medicines management services</li> <li>Previous experience of project management.</li> <li>Experience of quality improvement methodology</li> <li>Involvement in a project or service development</li> </ul>	AF/I
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the safe and secure handling of medicines in clinical practice.</li> <li>Understand the structure, and system of NHS policies and processes in relation to medicines management.</li> </ul>	<ul style="list-style-type: none"> <li>Specialist knowledge across a range of work procedures, underpinned by theory.</li> </ul>	AF/I/P
Skills and attributes	<ul style="list-style-type: none"> <li>Excellent communication and presentation skills.</li> <li>Facilitation and mentoring skills</li> </ul>	<ul style="list-style-type: none"> <li>Strategic viewpoint</li> <li>Good leadership and team building skills</li> </ul>	AF/I/P

	<ul style="list-style-type: none"> <li>• Ability to work on own or within a team (team working skills).</li> <li>• Good organizational skills</li> <li>• Demonstrate good problem solving skills</li> <li>• Strong advocate for change</li> <li>• Ability to handle stressful situations.</li> <li>• Logical problem solving approach with good influencing and negotiating skills</li> <li>• Good attention to detail</li> <li>• Can prioritize effectively</li> <li>• Computer literate -standard keyboard skills with familiarity of Microsoft office software e.g. Word, Email, Excel, Powerpoint.</li> </ul>		
Management/Supervision	<ul style="list-style-type: none"> <li>• Ability to effectively manage self and others</li> <li>• Ability to supervise junior staff and students effectively</li> </ul>		AF/I/P
Communication	<ul style="list-style-type: none"> <li>• Ability to effectively communicate with a wide variety of people on complex matters</li> </ul>		AF/I/P
Other	<ul style="list-style-type: none"> <li>• Results driven</li> <li>• Assertive</li> <li>• Caring</li> <li>• Responsible</li> <li>• Patient Focused</li> <li>• Honest</li> <li>• A flexible and positive approach when undertaking the duties of the role.</li> <li>• Diplomatic, persuasive, self-motivating, pro-active and dynamic.</li> </ul>		I

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested:    AF    -    Application Form  
                       I    -    Interview  
                       P    -    Presentation

*I confirm that this Person Specification has been discussed and agreed with me.*

Name: .....

Signature: .....

Date: ...../...../.....

**Profile Supplement:**

<b>This Role Involves:</b>	<b>Yes</b>	<b>No</b>	<b>Rare</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Examples</b>
Lifting weights/objects between 6-15 kilos			√			
Lifting weights/objectives above 15 kilos		√				
Using equipment to lift, push or pull patients/objects		√				
Lifting heavy containers or equipment		√				
Running in an emergency		√				
Driving alone/with passengers/with goods		√				
Invasive surgical procedures		√				
Working at height or in a confined space			√			
Concentration to assess patients/analyse information	√				√	
Response to emergency situations	√					

To change plans and appointments/meetings depending on the needs of this role	√					
Clinical interventions			√			
Informing patients/family/carers of unwelcome news		√				
Caring for terminally ill patients		√				
Dealing with difficult family situations		√				
Caring for/working with patients with severely challenging behaviour		√				
Typing up of formal minutes/case conferences			√			
Clinical/hands on patient/client care		√				
Contacts with uncontained blood/bodily fluids		√				
Exposure to verbal aggression	√		√			
Exposure to physical aggression		√				
Exposure to unpleasant working conditions dust/dirt/fleas		√				

Exposure to harmful chemicals/radiation		√				
Attending the scene of an emergency		√				
Food preparation and handling		√				
Working on a computer for majority of work	√				√	
Use of road transport		√				