

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Clinical Director of Pharmacy and Medicines Management
<b>Pay Band:</b>	9
<b>Directorate:</b>	Corporate
<b>Department:</b>	Pharmacy and Medicines Management

### **ORGANISATIONAL ARRANGEMENTS**

<b>Managerial Accountable to:</b>	Director of Primary Care, Community and Long Term Care
<b>Reports to:</b>	Director of Primary Care, Community and Long term Care
<b>Professionally Responsible to:</b>	Medical Director
<b>Responsible For:</b>	Staff within the Pharmacy and Medicines Management Department across the Managed Sector

### **JOB SUMMARY / PURPOSE**

To provide strong and effective leadership for the planning, coordination, development and delivery of an integrated medicines management and pharmaceutical service within Hywel Dda UHB; ensuring high quality medicines management in and across all settings, within allocated resources through the delivery of an integrated governance approach to medicines management.

The post holder will be responsible for developing, implementing and monitoring the medicines management and pharmaceutical services strategy across Hywel Dda. The job combines the strategic responsibilities associated with all pharmacy and medicines management services across the Hywel Dda UHB area, including primary and secondary care sectors and community settings. Key functions of the post can be summarised as follows:

- a) Lead on strategic and operational planning related to the clinical and value based healthcare relating to medicines, at all levels within Hywel Dda UHB both within Pharmacy, prescribing and across the broader health and social care agenda.
- b) To provide expert pharmaceutical advice to Boards and other statutory bodies, in accordance with legislation.
- c) Lead on the identification, development and maintenance of policies, procedures and guidance to assure the safe, effective and efficient procurement, storage handling, prescribing and use of medicines across the locality. This will include the interpretation of national strategy and policy for local implementation.
- d) To be accountable for the management of the pharmacy and medicines management team across Hywel Dda UHB.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Provide professional, strategic and operational advice to Hywel Dda UHB on medicines management to ensure all statutory requirements and standards are recognised and incorporated into the Health Board plans.
- Provide advice to the Health Board on clinical and financial risk management, policies and procedures relating to medicines management.
- Manage and organise an integrated medicines management service to operational units within the Health Board ensuring service improvements, financial and performance targets are delivered and maintained.
- Represent the Health Board, as appropriate, within the relevant professional advisory structures of the Welsh Government Health and Social Care Division, and other specialist interest groups as required.
- Develop an integrated pharmacy strategy and policies within the wider local and national strategic context to ensure that the pharmaceutical needs of the population are identified and addressed (including the needs of remote and rural communities) and to maintain a high standard of professional practice.
- Provide professional and strategic leadership to local and national Drug and Therapeutics Committee (Medicines Management Operational Group) and sub-committee structure, incorporating joint formularies, shared care arrangements and associated policies and procedures, to plan and achieve the rational, safe and cost effective use of medicines and associated resources.
- Develop pharmacy involvement in multidisciplinary frameworks to underpin clinical and corporate governance (e.g. clinical audit; clinical incident; adverse drug reaction and error reporting mechanisms; implementation of evidence based guidelines; and quality improvement measures).
- Formulate, develop and maintain professional leadership within medicines management to ensure an environment of continuous professional development and personal development of staff.
- Effective participation of pharmacy staff in professional and multi-disciplinary service development initiatives, including benchmarking of services, clinical audit and clinical effectiveness duties.
- Discharge the responsibilities of Superintendent Pharmacist within the Health Board.
- Undertake operational responsibility for the wider interagency network including the contractor professions, the police etc as required by legislation for controlled drugs on behalf of the Accountable Officer for Controlled Drugs. Develop policies and

procedures to ensure the safe and effective use of controlled drugs within the Health Board.

### **Service Management**

The post holder will lead a function and Team of staff that will deliver services both in-hospital and out of hospital as follows:

- To interpret, plan and apply the General Pharmaceutical Council's Code of Ethics and Professional Standards and in particular the Council's Statement of Principles and Standards of Good Practice for Hospital Pharmacy in order to manage the Health Boards pharmacy service.
  - To ensure that the service provided meets the standards required in the Standards for Pharmaceutical Services in Provider Units in Wales.
  - To undertake the roles and responsibilities of the Superintendent Pharmacist as required by the Medicines Act 1968 and the General Pharmaceutical Council's and as described in the Code of Ethics.
  - To be the named Chief Pharmacist with respect to the licensing requirements of the Aseptic Services section as required by the Medicines Act and the Medicines and Healthcare Products Regulatory Authority.
  - To be the named Chief Pharmacist providing pharmaceutical approval for medicine clinical trials.
  - To be the named Chief Pharmacist to ensure safe systems of work for those drugs requiring specific and special arrangements for their safe and secure use.
  - To authorise, as a co-signatory with the Medical Director and Director of Nursing, Patient Group Directions and Patient Specific Directions.
  - To plan, prepare and lead the pharmacy and medicines management response to the declaration of a Major Incident.
  - To be responsible for the pharmacy compliance with Health & Safety and C.O.S.H.H. requirements.
  - To be responsible for the management of the response to the Pharmaceutical Hazard Warning System, the Medical Device Alert system, NHS Estates Alert System (when applicable to pharmacy) and to Urgent Pharmaceutical Drug Information Alerts.
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- Ensure good communication on medication changes to patients and involve healthcare professionals in line with agreed policies during reviews of residential/nursing homes or medication review clinics.
  - Ensure all medication reviews and / or changes to patient medication are carried out according to an agreed protocol / procedure.
  - Develop patient information relating to medicines management.
  - Work with prescribers to ensure high-quality, value based medicines management services are delivered.
  - Oversee the development of pharmacy team led patient medication review in primary care.
  - Plan, organise and ensure there are systems and processes in place for the safe management of the following activities relating to medication reviews in order to promote good medicines management. This process involves the following responsibilities :
    - a) Identifying patients for medication review in specific therapeutic areas. This may include specialist groups of patients such as nursing and residential homes.

- b) Carrying out an initial assessment of the patient's medication and arranging for any necessary drug monitoring.
- c) Inviting patients to the practice and carrying out the medication review with the patient and their carer where appropriate. All prescribed, over-the-counter and complementary medicines should be included.
- d) Ensuring the patient's basic understanding of their medicines and concordance with any agreed treatment protocol.
- e) Documenting any recommendations as a result of the medication review and discussing with a GP as appropriate.
- f) Implementing any agreed changes.
- g) Communicating any changes to the patient and/or carer, and relevant Healthcare Professionals e.g. GP, Community Pharmacist.
- h) Ensuring any necessary follow up as a result of the medication review e.g. checking results of blood tests and ensuring these are communicated to relevant healthcare professional.
- i) Plan, organise and undertake independent non-medical prescribing clinics in a general practice setting.
- j) Implementing novel and new services to patients and other client groups in the community setting.

The post holder is required to contribute to the evidence base for the practice of pharmacy and development of medicines management services by leading, co-ordinating and implementing R&D programmes. Research based innovation and development is a major job requirement.

The post holder will lead and undertake clinical audit, clinical effectiveness and governance projects.

The post holder has responsibility to:

- Provide the pharmacy and medicines management input to the Health Board's R&D Committee, the Health Board Research Review Panel and Ethics Committee as required.
- Undertake research and development in the fields of medicines management, primary care pharmacy, hospital pharmacy practice and other areas of interest to the post holder and of benefit to the service (e.g. hospital pharmacy workforce issues, non-medical prescribing); typically twice a year.
- Present research results at workshops, national conferences etc (e.g. Guild of Healthcare Pharmacists National Conference).
- Provide the pharmaceutical approval for clinical trials, involving medicines, undertaken within the Health Board.
- Ensure, enable and undertake audits of medicines management processes and pharmacy services. The audits will usually be complex and specific to a large-scale development or significant problem.

The post holder will be the Health Board's Lead on Medicines Management and as such will:

- Formulate, develop and maintain a 3 to 5 year strategic vision for pharmacy and medicine management that reflects the needs and requirements of stakeholders, within and external to Hywel Dda UHB. This vision must accommodate uncertainty

over the rate and nature of the modernisation of pharmacy and medicines management across Hywel Dda UHB and the local health economy as a whole.

- Produce an annual business plan/service review that will include short (1 to 3 years), medium (3 to 5 years) and long term (greater than 5 years) development and operational and strategic plans for pharmacy to enable the delivery of the strategic vision. This involves the analysis, comparison and reconciliation of highly complex conflicting options over the content and mode of delivery of the plan.
- Advise and make recommendations on policy and procedural matters relating to pharmacy and medicines management. This includes the analysis and interpretation of highly complex governmental policy, legislative/regulatory issues, pharmaceutical and clinical matters.
- Analyse and identify the implications for pharmacy and medicines management and provide comments on external legislative and regulatory consultative documents.
- Interprets national and local health service policy and strategy and plans Health Board medicine management in accordance with these and to meet national and professional standards.
- Forecasting and negotiating the total locality drugs and medicines expenditure allocation for Hywel Dda UHB prioritising and risk managing drug developments within available resource in collaboration with clinicians.
- Clinical and management decisions involving highly complex facts, analysis and option appraisal.
- Clinical risk management judgments on safe systems and appropriate procedures to deal with medicine or device supply or preparation problems, drug alerts, immediate messages, drug withdrawals and safety hazard notices across Hywel Dda Health Community.
- Prioritising the level and provision of pharmaceutical care to meet the needs of different patient groups.
- Prioritising business cases each designed to meet increasing clinical demands and/or developments within different aspects of pharmacy services in different directorates and localities across Hywel Dda UHB.
- Making judgments on sustaining or withdrawing pharmacy services when faced with problems of staff retention and recruitment (national shortage of pharmacists and pharmacy technicians).
- Judgment on the need for redesign of services to improve skill mix utilisation and efficiency.

### **Service Improvement**

The post holder undertakes a key leadership role within the Health Board as the lead expert on the strategic management of medicines.

The post holder is required to interpret complex Welsh Government policy and protocols, and develop them into integrated corporate strategy.

The post holder will instigate service reviews to ensure the medicine management needs of Hywel Dda UHB are met.

The post holder will be required to develop and deliver a Medicines Management Modernisation plan that identifies potential for joint working between hospital and community pharmacy services to secure better quality, better value for money and innovative ways of delivering effective medicines management in hospital and in the community.

The post holder will be required to work with clinicians and practitioners across primary and secondary care to improve the quality of prescribing, increase patient compliance and reduce waste. This will include negotiations with Community Pharmacy Wales and LMC  
The post holder will promote, encourage and deliver educational initiatives and services to patients, the public and other client groups.

Investigating and resolving complaints and complex and sensitive personnel management problems, including disciplinary investigations and interviews.

Implementing novel and new services to patients and other client groups across the Health Board including the community care setting.

To provide and develop educational materials for members of the public and other health professionals.

### **Communications**

The need for highly developed interpersonal and communication skills, written, oral and electronic (formal and informal) is essential for the post.

The post holder will be required to communicate, consult, negotiate, facilitate and influence effectively to plan and deliver the strategic agenda and establish and maintain good working relationships.

Diplomacy, tact and empathy need to be used as well as an ability to convey highly complex and highly sensitive information in a form readily understood by a variety of target audiences including staff, staff representatives, contractors, local and national committees, the Welsh Government, senior executives/managers, professionals, patients, members of the public and the media.

The post holder will be required to take a lead role in partnership working within pharmacy, to negotiate with managers, clinicians and contractors, to influence necessary change, to address staff performance and disciplinary issues, as well as dealing sensitively with staff, patients and carers. The post holder will direct, chair, brief and/or work as a member of Committees, Groups and Project Teams both within and out with the locality.

The post holder is an integral member of all key operational management and professional committees relating to the provision of pharmaceutical services and medicines management. In addition, the post holder will communicate directly with colleagues from all disciplines and professions within the NHS both locally and nationally.

### **Internally**

The post holder will be required to communicate with the Health Board, its Chief Executive, and other Executive and Non-Executive Directors, Local Authorities, Clinical Directors and General Managers; the Medical and Nursing Directors; Managed Clinical Networks; Independent Contractors; a range of Committees; trade unions and professional organisations; pharmacy staff; and individual clinicians and managers.

### **Externally**

The post holder will be required to communicate with other NHS organisations, NICE, AWMSG, Chief Pharmaceutical Adviser to Welsh Government, Health Solutions Wales, the National Public Health Service, the Welsh Medicines Partnership, the All Wales

Medicines Strategy Group, the All Wales Prescribing Advisory Group, the National Patient Safety Agency, the Royal Pharmaceutical Society of Great Britain, the Medicines and Healthcare Products Regulation Agency (MHRA), Community Pharmacy Wales, Welsh Pharmaceutical Committee.

### **Finance and Resources**

The post holder is accountable for a multi-stranded total budget. This covers a range of different services provided by the Departments and those within primary care and secondary care. The overall budget for Medicines Management exceeds £85 million per annum and is the Health Board's largest element of non-pay expenditure.

The post holder will hold the budgets for medicines and pharmaceuticals, the medical and surgical items provided by pharmacy and the pharmacy operations.

The post holder will provide Hywel Dda UHB Medicines Management Operational Group with advice and recommendations on financial planning and resource allocation with respect to competing demands for medicines expenditure within a finite budget. This requires the analysis of highly complex factors and evaluating the certainty of predicted expenditure patterns.

The post holder will ensure that all income due to the pharmacy and medicines budgets is realised.

The post holder will manage and be responsible for the security and appropriate storage of the stock of medicines and medical & surgical supplies held in pharmacy.

The post holder will manage the budget and expenditure for the WG-funded staff within and hosted by Hywel Dda UHB.

The post holder will advise and make recommendations to the Executive Directors, Clinical Directors, the Chief Executive, and Directorate Managers on present, projected and developmental budgetary and expenditure issues concerning medicines and pharmaceuticals.

The post holder will monitor, analyse and interpret highly complex issues on medicines expenditure and to make recommendations on the certainty or otherwise of future medicines expenditure, taking into account differing opinion and other compounding factors.

As a member of the Individual Patient Funding Request Panel and the Medicines Management Group, the post holder will frequently contribute to decisions on the allocation of financial funding for individual patients and patient groups.

### **Personal and People Development and People Management**

The post holder will be educated to a level where they will possess a Masters Degree in Pharmacy or hold an equivalent Pharmacy Degree. The post holder must be registered with the General Pharmaceutical Council and the Royal Pharmaceutical Society of Great Britain.

The post holder will require extensive management experience within the NHS either/or both a hospital environment and primary care setting. The post holder will have delivered theoretical and practical knowledge across a range of areas in medicines management.

The post holder must be able to provide a Continuous Professional Development portfolio that provides evidence of research/audit, innovation, growth & development, management of change and an understanding of strategic health policy issues within pharmacy, medicines management and a wider health and social care context.

The post holder is managerially accountable for more than 250 staff within the Hywel Dda UHB Health Community. The post holder is the line manager for the following departments: the 4 acute based pharmacy pharmacies and the Medicines Optimisation teams in Primary Care across Hywel Dda UHB.

The post holder will recruit, select, appoint, appraise and develop the senior pharmacy staff.

The post holder will action Hywel Dda UHB's disciplinary and grievance policies as required.

The post holder will interpret and implement Hywel Dda UHBs HR Policies and Procedures.

The post holder will determine the requirement and needs and provide the strategic lead and direction to enable a comprehensive and systematic approach to the education, training and development of pharmacy staff and that continuing professional development is given a priority.

The post holder is responsible for pharmacy and multi-professional medicines management teaching and training at all levels across the organisation from undergraduate to postgraduate levels and for non-professional teaching and training. Links with academia and professional bodies will be established and maintained.

As the Superintendent Pharmacist (as defined by legislation) the post holder will ensure that pharmacists and other staff meet the mandatory qualification and Continuing Professional Development requirements of the General Pharmaceutical Council.

The post holder will maintain and develop the performance management system so that all pharmacy staff have annual appraisals and personal development plans.

The post holder will maintain the strategic workforce plan for Medicines Management and adapt and develop it in response to changing workforce needs, technological, legislative and other factors.

### **Information Processing**

The post holder will be required to record personally generated information, using a number of information systems, including CASPA, Careflow and the electronic formulary and other clinical decision support systems.

The post holder will represent the Health Board on All Wales IM&T developments related to pharmacy and medicines management.

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to information governance.



Attend statutory/mandatory training.

Responsible for the security of the pharmacy departments across the Health Board ensuring appropriate arrangements are in place to secure storage of drugs and the security of staff.

### **Quality**

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The post holder will lead and undertake clinical audit, clinical effectiveness and governance projects.

The post holder has responsibility to:

- Provide the pharmacy and medicines management input to the Health Board's R&D Committee, the Health Board Research Review Panel and Ethics Committee as required.
- Undertake research and development in the fields of medicines management, primary care pharmacy, hospital pharmacy practice and other areas of interest to the post holder and of benefit to the service (e.g. hospital pharmacy workforce issues, non-medical prescribing); typically twice a year.
- Present research results at workshops, national conferences etc (e.g. Guild of Healthcare Pharmacists National Conference).
- Provide the pharmaceutical approval for clinical trials, involving medicines, undertaken within the Health Board.
- Ensure, enable and undertake audits of medicines management processes and pharmacy services. The audits will usually be complex and specific to a large-scale development or significant problem.

### **Equality and Diversity**

Actively promotes equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of and active commitment to the need to ensure equality of opportunity and the benefits of diversity.

### **Effort and Environmental**

The post holder will be required to have developed keyboard skills and be able to use IT and Pharmacy equipment.

Dispensing will require accuracy, dexterity and involve the manipulation of equipment where tolerances are very small.

The post holder will be required to drive between various locations within the Health Board large geographical area.

Dispensing will require accuracy, dexterity and involve the manipulation of equipment where tolerances are very small.

The post holder will be required to concentrate intensely for long periods in a variety of situations, analysing varied and complex data and information, both clinical and managerial e.g. board, committee and other meetings, interpreting prescribing data, writing reports, developing and implementing policy documents and working under pressure and to tight deadlines.

The workload is frequently subject to interruptions and the need to respond to changing, and sometimes conflicting priorities, often at very short notice within the working day. Requests for formal and informal advice are frequent and may be complex from a number of different perspectives (e.g. clinical, scientific, technical, legal, ethical or pharmacoeconomic).

Maintaining intense concentration and making judgements connected with handling patient complaints, dealing with critical incidents and discussing unwelcome/contentious issues with staff and patients (e.g. related to pay and conditions of service, complaints, grievances or disputes/incidents between staff, capability and disciplinary issues) and contractors (e.g. prescribing budgets, required service developments or changes in practice) are a frequent occurrence of the role arising on a daily basis.

There is frequent exposure to circumstances concerning funding decisions of medicines for patients who have severe life-limiting illnesses.

There is prolonged use of VDU equipment on most days.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Masters degree in Pharmacy (or equivalent degree)</p> <p>Member of the Royal Pharmaceutical Society</p> <p>Evidence of commitment to Continuing Professional Development</p> <p>Postgraduate Clinical or Technical Pharmacy qualification – or demonstrable equivalent experience</p> <p>Postgraduate management qualification relevant to the NHS – or demonstrable equivalent experience</p>	<p>Faculty Membership at Advanced Stage ii or more</p>	<p>Application form</p>
<b>Experience</b>	<p>Extensive experience at a senior management level within NHS (hospital, primary care or community) pharmacy services</p> <p>Expert knowledge of and experience in implementing strategies and plans for the delivery of services and policy directives</p> <p>Evidence of leading and effectively managing complex organisational change</p> <p>Proven experience of project and programme management capability</p> <p>A proven track record of</p>	<p>Experience of a teaching/tutoring role</p> <p>Evidence of research</p>	<p>Application form and interview.</p>

	<p>dealing with highly complicated situations and the delivery of challenging corporate objectives.</p> <p>Evidence of working within a highly complex and politically sensitive organisation</p> <p>Evidence of successfully influencing senior management and other professionals</p> <p>Advanced experience of financial and human resource management</p> <p>Experience of working with clinicians to deliver challenging cost reduction programmes whilst maintaining service quality</p>		
<b>Language Skills</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Interview
<b>Aptitude and Abilities</b>	<p>High level of personal integrity</p> <p>Self-motivated, innovative and proactive</p> <p>Good team player with well developed interpersonal skills</p> <p>Flexible and adaptable approach to work</p> <p>Able to plan and prioritise workload in order to meet deadlines and deal effectively with conflicting priorities</p> <p>Committed to developing</p>		Interview

	<p>self and team members</p> <p>Enthusiastic, proactive and innovative</p> <p>Politically astute and high level of intuition</p> <p>Show resilience, stamina and reliability under pressure</p>		
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		Interview
<b>Other</b>	Ability to travel between sites in a timely manner		Application form and interview

### Level 1 Welsh

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

\*\* For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

\*\* For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

\*\* For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down

by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.