



Community
Pharmacy
South
Yorkshire

PCN Support Lead

ROLE PROFILE

Job title:	Primary Care Network Support Lead
Hours:	Pharmacist 35hrs/Mnth or Technician for 70hrs/Mnth
Salary:	£12k/annum
Type:	Fixed Term Contract 1 year with potential to extend
Report to:	SYB LPC Workforce Working Group
Base:	South Yorkshire (working from home initially)

Closing date for applications:	5pm 18 th June 2021
Notification of invite for interview:	25 th June 2021
Interviews:	w/c 28 th June 2021

Applications should be made by sending your CV and covering letter explaining why you are suitable for this role to: Susie.coates@sheffieldlpc.co.uk

ROLE BACKGROUND

Community Pharmacy in South Yorkshire is at the heart of the communities they serve; an integrated part of a sustainable health and care system, promoting and improving health and wellbeing for patients and the public, now and in the future. We want to work with pharmacy teams, along with local and national stakeholders, to realise this vision for community pharmacy in South Yorkshire.

The current financial situation for community pharmacy has, quite rightly, led to an increased focus on the support we offer contractors and their pharmacy teams to help them to continue delivering quality services to their patients whilst maximising income.

The health and care landscape is rapidly changing, and the NHS Long Term Plan outlines how local systems will be reshaped around the needs of patients. With the development of Integrated Care Systems, Primary Care Networks and a drive to work towards fully integrated community-based healthcare it is paramount that community pharmacy is engaged, involved and a key component of the future.

ROLE OVERVIEW

The successful candidate will be self-motivated, flexible, and adaptable, have excellent organisational skills, the ability to communicate both written and verbally to wide ranging audiences and a proven track record of turning plans into viable outcomes and effective delivery.

The successful candidate will effectively engage with the community pharmacy network, supporting and developing community pharmacy contractors and their teams across South Yorkshire to maximise the benefit for patients and the business sustainability for contractors.

Main purpose of the role:

- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy contractors and their teams across South Yorkshire to:
 - understand the challenges facing community pharmacy
 - provide support to pharmacy teams to continue delivering quality services to their patients whilst maximising income
 - ensure that they are fully aware of all the opportunities available to them in relation to the delivery of community pharmacy services
- Responsible for leading the development, and integration of, community pharmacy within the South Yorkshire Primary Care Networks to ensure that community pharmacy is an integral part of each Primary Care Network
- Develop productive relationships with system stakeholders to facilitate and maintain a high profile for community pharmacy and LPC stakeholders across the health and care partnership
- Ensure community pharmacy teams and contractors are engaged with the work of SYB LPCs.

JOB DESCRIPTION

The following gives an indication of responsibilities but is by no means an exhaustive list. It is expected that the successful candidate will work with the SYB LPC Workforce Working Group and team to build this role to ensure it meets the expectations and needs of SYB LPCS and the constituent pharmacy contractors.

Primary Care Networks (PCN)

- Ensure that each PCN in South Yorkshire has a community pharmacy representative
- Support and develop each community pharmacy PCN representative in their leadership role to ensure that each PCN has a clear, positive, and informed community pharmacy voice & ensure monthly activity reporting is completed by the PCN leads.
- Ensure lines of communication and information flow between:
 - Community pharmacy PCN representatives
 - Each PCN and the pharmacies aligned to the PCN
 - SYB LPCs and community pharmacy PCN representatives

- Raise awareness and engagement of the whole community pharmacy network with PCN
- Maintain an oversight as to progress in each PCN, identify PCN priorities, share relevant information and good practice
- Working with the SYB LPC Working Group develop service improvement initiative/ideas (that include community pharmacy) as determined by their local PCN into a viable project
- Co-ordinate the development of business cases as required
- Attendance at place PCN leadership meetings and task and finish groups as necessary

Relationship Management and Communication

- Maintain a high profile for SYB LPCs
- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy contractors and their teams (including field managers) across South Yorkshire
- Maintain communications by way of reports, support material, information sheets, meetings, including visits to community pharmacy contractors and other methods
- Provide reports to the SYB LPC working group on a monthly basis
- Ensure community pharmacy teams and contractors are engaged in the work SYB LPCs conduct
- Promote SYB LPCs websites to contractors and pharmacy teams, improving awareness, uptake and engagement
- Develop connections with other LPCs to ensure sharing of ideas, barriers and solutions, successes and lessons learned

Data Analysis and Presentation

- Ensure that data is available for generation of reports
- Regularly review plans and work areas and report on progress to the SYB LPC Working Group
- Establish and maintain systems for data collection, collation, and presentation to support evaluation and assessment of work areas and workplans
- Present data at relevant meetings, including formal reporting to SYB LPC working group

SYB LPCS Support

- Support SYB LPCS in the delivery of their Strategy
- Contribute to an annual summary for contractors to accompany the Annual Report
- Attend committee meetings
- Maintain content of relevant SYB LPCS website pages
- Any reasonable duties commensurate with the post as required or directed to support SYB LPCS
- Any other reasonable requests to support colleagues in the team
- To work within the SYB LPCS constitutions
- Be required to travel across South Yorkshire

PERSON SPECIFICATION

- Self-motivated and capable of working independently as well as part of a team
- Enthusiastic about community pharmacy
- Knowledge of community pharmacy
- Excellent organisational skills with the ability to prioritise workloads and manage own time effectively
- Experience of working to manage change and promote new initiatives/ways of working
- Effective team player
- Reliable and consistent
- Ability to multitask
- Positive and friendly attitude
- Computer literate; confident and capable in the use of Microsoft Word, Excel, Power Point and Outlook.
- Excellent communication skills (written and verbal) and presentation skills
- Full UK driving licence and own transport essential

Core responsibilities in addition to role profile of all members of staff are:

- It is the responsibility of each member of staff to maintain the security and confidentiality of information, ensuring that such information is handled with discretion
- Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues
- Personal Development Review
- Staff should be aware of their individual responsibilities under the Equal Opportunities Policy and ensure that they adhere to the provisions of the policy
- All staff must follow their professional Code of Conduct where relevant, e.g. GPhC