



## GPCPCS Implementation & Support Lead

### ROLE PROFILE

Job title:	GPCPCS Implementation & Support Lead
Hours:	Part-time; 15-22.5 hours per week (negotiable)
Salary:	Equivalent to NHS Agenda for Change Band 8a
Pension:	Contributory pension scheme
Type:	Contract: 6 months fixed-term (with potential to extend to up to 12 months)
Report to:	Chief Officer
Base:	Remote working with travel across Lincolnshire

Closing date for applications:	21 <sup>st</sup> February 2022, 12 noon
Notification of invite for interview:	ASAP after this date
Interviews:	W/C 28 <sup>th</sup> February or 7 <sup>th</sup> March (TBC, likely evening of Tues 1 <sup>st</sup> or Tues 8 <sup>th</sup> March)

Applications should be made by sending your CV and covering letter explaining why you are suitable for this role to: [chief.officer@pharmacylincolnshire.org](mailto:chief.officer@pharmacylincolnshire.org)

### ROLE BACKGROUND

As the representative organisation for community pharmacy in the county, Community Pharmacy Lincolnshire works with pharmacy teams and other local, regional and national stakeholders to realise the vision for GP referral into the Community Pharmacist Consultation Service (CPCS) in Lincolnshire.

The current financial situation for community pharmacy has led Community Pharmacy Lincolnshire to focus on the support we are able to offer contractors and their pharmacy teams to help them to accommodate and implement GP-CPCS, supporting patients and 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 (ICSs), Primary Care Networks (PCNs) and a drive to work towards fully integrated community-based healthcare it is paramount that Community Pharmacy

Lincolnshire ensures 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 have a proven track record of turning plans into viable outcomes and effective delivery.

The successful candidate will effectively engage with the community pharmacy and general practice networks, supporting and developing community pharmacy contractors and their teams across Lincolnshire to work with PCN systems and GP practices to maximise the benefit for patients, and business sustainability for pharmacy contractors.

Main purpose of the role:

- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy contractors and their teams across Lincolnshire to:
  - understand the challenges facing community pharmacy
  - provide support to pharmacy teams to engage and deliver GP-CPCS 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 GP-CPCS
- Responsible for leading the development, and integration of, community pharmacy within Lincolnshire PCNs to ensure that community pharmacy contractors in each PCN have the opportunity to engage and deliver GP-CPCS
- Develop productive relationships with system stakeholders to facilitate and encourage PCN and GP uptake of GP-CPCS in Lincolnshire.
- Ensure community pharmacy teams and contractors are engaged with the work

## **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 LPC CO and committee to build this role to ensure it meets the expectations and needs of the LPC and the constituent pharmacy contractors.

### **Contractor support and engagement**

- Work with contractors across Lincolnshire to maximise contractor income and helping them to be the best they can be in delivering patient-centred care
- Engage with the other members of the Community Pharmacy Lincolnshire team to ensure effective support to contractors is provided by Community Pharmacy Lincolnshire
- Responsible for supporting contractors with GP-CPCS ensuring this is delivered efficiently, effectively and consistently

- Communicate and build relationships with contractors so that they feel engaged and confident to take their own plans forward
- Support community pharmacy contractors in developing stronger working relationships with their local GP practices
- Use both nationally and locally available data to target PCN areas requiring support and development
- Monitor the performance of each contractor across Lincolnshire, identifying any obstacles to the successful delivery of GP-CPCS and maintaining income and developing resources that can help contractors to achieve maximum benefit and success
- Review and evaluate plans at regular intervals to ensure continued appropriateness and timely delivery
- Establish and maintain systems to review and report progress
- Identify and share best practice through activity and networking
- Attend and support daytime and evening events as required, to support GP-CPCS

#### **Relationship Management and Communication**

- Maintain a high profile for GP-CPCS in Lincolnshire
- Develop existing and build constructive relationships with a broad range of stakeholders as necessary such as commissioners, providers, and patient organisations across Lincolnshire
- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy contractors and their teams (including field managers) across Lincolnshire
- Maintain communications by way of reports, support material, information sheets, meeting attendance, visiting community pharmacy contractors, and other methods as appropriate
- Prepare press releases and communications
- Provide reports to the committee of Community Pharmacy Lincolnshire
- Promote the Community Pharmacy Lincolnshire website to contractors and pharmacy teams
- Develop connections with other Local Pharmaceutical Committees (LPCs) to ensure sharing of ideas, barriers and solutions, successes and lessons learned
- Attend and support day and evening events if needed to support GP-CPCS

#### **Data Analysis and Presentation**

- Ensure that data are available for generation of reports
- Regularly review plans and work areas and report on progress to the Community Pharmacy Lincolnshire committee
- Establish and maintain systems for data collection, collation and presentation to support evaluation and assessment of GP-CPCS

## **PERSON SPECIFICATION**

- Self-motivated and capable of effective working independently as well as part of a remote team
- Enthusiastic about community pharmacy
- Robust knowledge of community pharmacy practice
- 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
- Experience of managing or delivering projects with defined timelines
- Positive and friendly attitude
- Computer literate; confident and capable in the use of Microsoft Word, Excel and PowerPoint
- Excellent communication (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