

---

**Job Title:** Pharmacist - Multisite

**Job Summary** To contribute to the success of the automated facilities, Medipac, Nupac and Hey Pharmacist by maximising output and quality, through strong business performance, developing team members and building long term relationships.

Undertake Quality Assurance and Quality Control tasks and processes for Medipac, Nupac and Hey Pharmacist. Where required to deputise for the Operations Manager and Responsible pharmacist to implement the regulatory and patient safety aspects of the automated facility

**Key Responsibilities:**

- In the absence of the Operations Manager or any other relevant managers within Medipac, Nupac and Hey Pharmacist be responsible and accountable for the delivery of high quality output including to act as a point of contact and be responsible for the overall management of the staff working in the facility.
- Undertake the role of Responsible Pharmacist (RP)
- Provide a safe and efficient Pharmaceutical Service within the accepted legal and professional requirements using Company policies and procedures.
- Take responsibility and accountability for all clinical, accuracy and GPhC. Standards at any of the relevant sites.
- Undertake clinical supervision for staff as required.
- Ensure that all staff in our assembly centre are adequately experienced and trained in order to meet ODS professional and operational standards.
- Ensure that guidance and processes put in place by the relevant Superintendent for the assembly centre are complied with, in order meet all relevant GPhC. standards including but not limited to premises, staffing, and training.
- Ensure full staff compliance with Company SOPs, information governance and company policies
- Ensure that all Health & Safety requirements are met, and that all necessary records are secured/maintained and all staff are aware of their own personal responsibilities for Health and Safety.
- Manage the range and level of stock/consumables that meets the needs of the business in line with Company policy.
- Maintain high dispensary housekeeping standards and ensure high standards of security practice within the facility.
- Identify new opportunities and seek approval from Operations Manager prior to implementing.
- Prepare action plan in collaboration with Operations Manager or Production Manager.
- Facilitate the training, development and motivation of all staff
- Ensure all training courses are completed as detailed in the Training Agreement
- Aspire to develop quality standard frameworks in line with senior management objectives and professional standards
- Maintain a CPD record which reflects personal training needs whilst encompassing relevant current developments.
- To undertake any other duties or projects commensurate with the nature and grade of this post as required.

---

**Key Experience,  
Knowledge, Skills  
& Qualifications:**

**Experience**

Essential:

- Willingness to utilise pharmacy skills and knowledge to develop services to meet the needs of the industry.
  - Willingness to work either at Medipac, Nupac and Hey Pharmacist or any other relevant site as require.
  - Willing and able to travel as require (travel expenses to any sites outside of Runcorn would be paid)
  - Willingness to work relevant shift patterns as require.
  - Ability to manage process/workflows effectively.
  - Clinical governance
-

---

## **Experience**

### **Desirable:**

- Good IT skills including Word and Excel
- Off site Dispensary experience
- Experience of training of NVQ 2 or 3 or ACT
- Quality Systems
- Coaching
- Technical author
- IT literate
- Business continuity & disaster recovery
- Awareness of GDP

## **Knowledge**

### **Essential:**

- Good understanding of the Pharmacy Contract
- Good understanding of Public Health & Wellbeing

## **Skills**

### **Essential:**

- Good networking ability
- Facilitation and negotiation skills
- Coaching skills
- Excellent communication and interpersonal skills
- Excellent customer service skills

### **Desirable:**

- Identifying and building relationships with Local Healthcare Professionals

## **Qualifications & Training**

### **Essential:**

- Qualified Pharmacist – Pharmacy Degree
- Registered with the GPhC
- Evidence of own professional development.

## **Disclosure Barring Service (DBS)**

This post may be subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).

---