

# Job Specification

Job Title: **Specialist Pharmacist – Pre-registration lead**

Grade & Salary: Upper Level Band 7

Reports to: Registrar, liaises with relevant committees of Council

Base: Pharmaceutical Society of Northern Ireland, 73 University Street, Belfast. Some travelling will be required for which expenses, including mileage allowance, will be paid

Hours of Work: Full time, 9 -5 Monday to Friday.  
Some out of hours working and occasional travel will be required. Applicants should have access to a form of transport

## Job Purpose

### 1 Pre-registration (approx. 65%)

- To manage and develop the programme based on performance standards for pre-registration students in Northern Ireland.
- To facilitate and manage the delivery of this programme with employers through management and development of competent pre-registration tutors.
- To monitor the progress of pre-registration students through the programme with appropriate support, mentoring and other interventions.
- Manage, oversee and deliver the Registration Examinations
- Facilitate the process of seamless registration for graduate students to the pharmacist register
- Oversee the new intake of pre registration students each year
- Liaise with the registrar on relevant student fitness to practise issues

### 2 – Accreditation (approx.2%)

- To manage and oversee the university accreditation programme of the Pharmaceutical Society NI

### 3 – Fitness to Practise (FTP) (approx. 5%)

- To aid as required in the processing of registrant FTP investigations
- To facilitate good case management of individual case files

### 4 – General (18%)

- To contribute to the development of regulation functions
- Contribute to practice standards and guidance development
- Provide advice to the public and registrants on pharmaceutical matters
- Such other duties as are required

The % shown against each heading is indicative only and is not part of any contract –they may be varied to meet needs

## Key Responsibilities

- To accept handover from current post holder and general induction to systems and processes of the Pharmaceutical Society NI with particular reference to student registration and Fitness to Practise
- To manage and develop the framework for the pre-registration trainee programme based on performance standards and providing for those standards to be achieved in community, academic and hospital settings.
- Train, appraise and manage the network of pre-registration tutors competent to deliver the performance standards based programme, providing consistency of delivery.
- To undertake live training events for tutors and students
- Provide refresher training and appropriate further development to maintain a motivated and competent network of tutors if required.
- To monitor pre-registration pharmacy students through the pre-registration training year' providing support, mentoring, guidance and remedial action where appropriate. (This, to include tracking and evaluating compulsory quarterly tutor reports).
- Undertake the management of the Registration Examination.
- To have input and lead on the content and structure of the Registration Examinations, its assessment and any subsequent activities e.g. , re-sit papers.
- Provide regular reports to the Registrar and relevant Committee on the progress of pre-registration students and their tutors throughout the pre-registration year.
- Identify pre-registration training needs and facilitate the delivery of appropriate training solutions (e.g. distance learning packages through NICPLD etc.)
- Provide support to the Registrar on issues relating to complaints, discipline and maintenance and development of standards.
- To contribute to the development of educational standards for the profession
- Manage and report to the relevant committee on the accreditation programme.
  - To recruit, appraise, arrange training and support the university accreditation team leader and panel members
  - To contribute to standards development
- when required to communicate with the media on pharmaceutical matters (media training provided)
- Any other duties that the Society consider to fall within the general remit of the post

The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted that duties, designation and location of the post may be subject to change in the future to meet the changing requirements of the Pharmaceutical Society of Northern Ireland.

## **Qualifications**

Registered or eligible to be registered as a pharmacist with the Pharmaceutical Society of NI

## **Skills & experience**

### **Essential:**

- Broad knowledge of pharmacy practise gained over a minimum of three years post-registration experience
- Excellent communicator across all media including personal presentational skills
- Commitment to public safety and the development of the pharmacy profession
- Understanding of quality management and auditing systems
- Experience of working in a learning environment and experience of providing or assessing portfolio based evidence
- Experience of working with committees and/or diverse teams
- Excellent document management and IT skills including website
- Ability to work with students, academics and pharmacy tutors to deliver the accreditation and pre-registration programmes
- Experience of complaints management, including supporting systems
- Experience and knowledge of disciplinary processes
- Proven analytical skills
- Experience of report writing
- Management of risk

### **Desirable:**

- Current working knowledge of relevant legislation including those subject areas covering pharmacy, equality, human rights European law
- Knowledge or experience in the drafting of standards and / or guidance
- Experience or knowledge of tribunals