

Guidance for Interim Arrangements for Recognition and Approval of Consultant Pharmacist posts across London and the South East February 2017 – December 2017

1. Background

DH guidance (Gateway Reference 4586) issued in March 2005 provides information on the development of consultant pharmacist posts

http://webarchive.nationalarchives.gov.uk/+/dh.gov.uk/en/publicationsandstatistics/publications/publicationspolicyandguidance/dh_4107445).

A new national process for the recognition of Consultant Pharmacists posts across England is currently being developed by Health Education England (HEE). In the meantime, it has been agreed at recent Health Education England (HEE) Pharmacy Leads Meetings (14 Nov 2016 and 6 Jan 2017) that interim local panels should continue to review new Consultant Pharmacists posts. As such, the HEE London and South East (HEE LaSE) Pharmacy team will facilitate the interim process across London, Kent, Surrey and Sussex for a period of 11 months from February 2017 to December 2017, to ensure consistency and quality. Panels reviewing proposed posts will consist of local expertise pertinent to the proposed post, and will be convened virtually whenever possible.

2. Requirements for the panel reviewing proposed Consultant Pharmacist posts

This is a HEE LaSE Pharmacy facilitated process and should be implemented to deliver the following functions:

- Organise the panel for post review according to a programme of dates and ensure appropriate membership at the panel meetings.
- Receive applications from organisations within the geography and circulate to panel members.
- Respond to applicant organisations within the specified timeframe advising of the panel's decision and, where necessary, providing feedback to support any resubmission.

3. Applications for recognition of a consultant pharmacist post

Applications for recognition of a new consultant pharmacist post will be by submission using the **Consultant Pharmacist Post Recognition Application Pro-forma**. The application should be accompanied by a job description, person specification and job plan.

4. Approval panel members

Members will bring expertise to the panel in respect of the specific area of pharmacy practice under consideration, knowledge of workforce development, higher education and/or the core functions of the consultant post. The panel should include:

- HEE LaSE Pharmacy Workforce Group representative

- Chief Pharmacist or Director of Pharmacy Services (**not** associated with the application)
- NHS England representative
- Pharmacist with appropriate expertise in the area of practice under consideration, drawn from a recognised UK specialist or practice interest group e.g. current Consultant Pharmacist
- HEI representative

The approval panel will recommend that the post be formally recognised, seek additional information from the applicant organisation or refer the application back for further development and resubmission.

5. Criteria for approval of consultant pharmacist posts

The purpose of the approval process is to ensure that:

- Need for a consultant post has been established and that the job description, person specification and job plan are clearly stated.
- Adequate management support and resources have been identified.

The panel will assess whether posts will be sustainable, equitable, and transferable across the NHS and reflect the four integrated functions:

- Expert practice, usually comprising 50% of job plan
- Research, evaluation and service development
- Education, mentoring and overview of practice
- Professional leadership

6. Consultant Pharmacist candidate selection process

As a minimum, DH guidance indicates the interview panel should comprise:

- Chief Pharmacist or Director of Pharmacy Services
- Medical consultant
- External assessor with appropriate expertise in the area of practice under consideration

The following may also participate unless one of the above panel members can provide the function:

- HEI representative

The panel will consider suitability for appointment in the context the national guidance, in particular:

- Competency profile based on the RPS Faculty Advanced Pharmacy Framework (APF)
- Job description, person specification, and job plan

To support the panel, members should have access to the completed Post Recognition Application *Pro Forma*.