



Community
Pharmacy
North
Yorkshire

Supporting and Fighting for Pharmacy

PCN Support Lead

ROLE PROFILE

Job title:	Healthcare & Networking Manager
Hours:	20 hours per week
Salary:	£27,200 - £30,000 (pro rata) dependent on skills and experience
Pension:	Contributory pension scheme
Type:	Fixed Term Contract 2 years with potential to extend
Report to:	Chief Executive Officer
Base:	North Yorkshire (Beverley Office)

Closing date for applications:	Thursday 18 th March 2021 by 12 noon
Notification of invite for interview:	No later than 12 noon on Friday 26 th March 2021
Interviews:	w/c 29 th March 2021

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

ROLE OVERVIEW

The successful candidate will effectively engage with the Community Pharmacy Primary Care Network Lead Pharmacists (PCN Leads), and the Primary Care Network Stakeholders.

Main purpose of the role:

- Develop relationships and maintain contact, through a variety of mechanisms, with PCN Leads across North Yorkshire.
- Responsible for leading the development, and integration of, community pharmacy within the North Yorkshire Primary Care Networks to ensure that community pharmacy is an integral part of each Primary Care Network

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 CPNY CEO and team to build this role to ensure it meets the expectations and needs of CPNY and the constituent pharmacy contractors.

Primary Care Networks (PCN)

- Ensure that each PCN in North Yorkshire has a community pharmacy PCN Lead.
- Support and develop each community pharmacy PCN Lead in their leadership role to ensure that each PCN has a clear, positive, and informed Community Pharmacy voice.
- Ensure lines of communication and information flow between:
 - Community pharmacy PCN Leads.
 - CPNY and community pharmacy PCN Leads.
- 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 CPNY team 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.

Relationship Management and Communication

- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy PCN Leads across North Yorkshire
- Provide reports to the committee and an annual report.
- Promote CPNY website to PCN Leads, improving awareness, uptake and engagement.
- Develop connections with other LPCs (CPNY is North Yorkshire's LPC) to ensure sharing of ideas, barriers and solutions, successes and lessons learned.

CPNY Support

- Support CPNY in the delivery of their Strategy
- Attend committee meetings.
- Maintain content of relevant CPNY website pages.
- Any other reasonable requests to support colleagues in the team.
- Be required to travel across North Yorkshire.

PERSON SPECIFICATION

Essential

- Self-motivated and capable of working independently as well as part of a team.
- 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.
- Computer literate.
- Excellent communication skills (written and verbal) and presentation skills.
- Full UK driving licence and own transport doubly essential.

Desirable

- Enthusiastic about community pharmacy
- Knowledge of community pharmacy