



JOB DESCRIPTION

POST:	Production Manager
LOCATION:	Victoria Pharmaceuticals, The Plenum Building Belfast HSC Trust
GRADE:	8C
RESPONSIBLE TO:	Deputy Head of Pharmacy, Procurement and Production
ACCOUNTABLE TO:	Head of Pharmacy and Medicines Management

JOB SUMMARY/MAIN PURPOSE:

The post holder will be responsible for leading and developing production services in Victoria Pharmaceuticals, the Regional Specials Manufacturing Unit.

The post holder will be responsible for ensuring that the principles of Good Pharmaceutical Manufacturing Practice (GMP) and other relevant legislation are followed and that the specials and investigational medicinal products licences issued by the Medicines and Healthcare Products Regulatory Agency (MHRA) are maintained.

The post holder will ensure that Victoria Pharmaceuticals manufacture and supply on a continual basis a portfolio of “specials” medicines to Trusts, Community Pharmacies and other clients throughout Northern Ireland and Mainland United Kingdom.

The post holder will be expected to participate in the extended working hours of the Plenum Building.

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain a strategic direction for the provision of production services from Victoria Pharmaceuticals.
2. To manage a comprehensive product development programme for specials and investigational medicinal products that accounts for the needs of clients

within the HSC and wider healthcare environment taking cognisance of risk and medicines optimization strategies.

3. To be production lead in the planning, design, commissioning and validation of facilities for the manufacturing and preparation of medicines at the Plenum Building.
4. To be responsible for selection, commissioning and validation of new manufacturing equipment and ensuring adequate staff training to ensure safe operation.
5. To maintain contact and communication with the MHRA on potential changes within Victoria Pharmaceuticals and to involve the MHRA's Inspectorate at an early stage in any design process.
6. To develop business continuity plans for Victoria Pharmaceuticals.
7. To maintain and develop a capacity plan for Victoria Pharmaceuticals, for approval by the Deputy Head of Pharmacy, Procurement and Production and to ensure that physical and staff resources are managed effectively.
8. To ensure an ongoing robust service level agreement with the Regional Pharmaceutical Quality Assurance Service, for all quality assurance services provided to Victoria Pharmaceuticals.
9. To maintain and develop the site master file.
10. To agree and review a service development plan on annual basis with the Deputy Head of Pharmacy, for onward presentation to the Trust Pharmacy Executive Team, G5 Heads of Pharmacy and Commissioner.
11. To attend the NHS Pharmaceutical Production Committee.

QUALITY AND RISK MANAGEMENT

1. To lead Production services in accordance with national and local legislation and guidance in order to provide a safe, effective and cost efficient service.
2. To ensure that the production facilities and practices meet the standards of GMP required by the MHRA and that the Manufacturers "Specials" and Investigational Medicinal Products Licenses are maintained.
3. To agree and maintain a quality management system for production in conjunction with the Regional Quality Assurance Pharmacist.
4. To critically evaluate quality and production systems to ensure best practice is promoted within all aspects of production services and participate in internal and external audits.

5. To maintain and develop a quality management system in partnership with the Regional Pharmaceutical Quality Assurance Service.
6. To ensure that all relevant legislation e.g. Health and Safety at Work, COSHH etc is applied within Victoria Pharmaceuticals.
7. To maintain and develop all control documentation in line with the principles of good manufacturing practice.
8. To ensure with the Regional Quality Assurance Pharmacist that the resolution of quality exceptions is undertaken and completed in a timely manner and is documented and trended appropriately.
9. To review equipment and facilities validation and revalidation data to ensure that equipment and facilities function and continue to function as designed.
10. To ensure effective management of controlled drugs within Victoria Pharmaceuticals in line with The Controlled Drugs (Supervision of Management and Use) Regulations (Northern Ireland) 2009.
11. To develop and implement systems of accountability with external suppliers to Victoria Pharmaceuticals, and take appropriate action to ensure national and international supply chain shortages have minimal impact on production and ability to supply finished product to patients and clients.

FINANCIAL AND RESOURCE MANAGEMENT

1. Optimise the use of the footprint of the Victoria Pharmaceuticals to maximize capacity including the development of the extended working hours of the Plenum Building.
2. To maximize production capacity through effective manpower planning whilst maintaining or enhancing compliance with the the quality management systems
3. To deliver on income generation targets and other budgets set by the Deputy Head of Pharmacy within the context of the capacity plan, staff and physical resources whilst maintaining and enhancing effective quality management systems.
4. To ensure there is transparent pricing for all of products provided by Victoria Pharmaceuticals through effective manpower planning
5. To support the development a trading account for Victoria Pharmaceuticals with the Deputy Head of Pharmacy, Head of Pharmacy and Medicines Management and the Head of Commissioning in Finance BHSCT.

GENERAL MANAGEMENT AND STAFF RESPONSIBILITIES

1. Ensure that the capability, conduct and performance of pharmacy staff are constantly assessed and appropriate action, including evoking disciplinary procedures, is taken to address shortfalls.
2. Review the organization plan and establishment level of the service for which he/she is responsible to ensure that each is consistent with achieving objectives and recommend changes when appropriate.
3. Delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, while retaining overall responsibility and accountability for results.
4. Participate in the selection and appointment of staff reporting to him/her in accordance with procedures laid down.
5. Conduct appraisal, performance review and personal development plans with appropriate staff.
6. Manage absenteeism.
7. Ensure compliance and implementation of statutory Health and Safety regulations in line with Health and Safety Policy for the Belfast trust.
8. To support the Deputy Head of Pharmacy and Head of Pharmacy in financial planning and budgeting, in conjunction with the Directorate Accountant.
9. To ensure that work practices and the working environment conform to the requirements of current legislation and professional recommendations.
10. To participate in life-long learning, maintain awareness of current practice and attend such courses and training as may be deemed necessary by the Head of Pharmacy.
11. To maintain computer and keyboard skills to effectively use the pharmacy computer system, crystal reports, word processing packages and develop spreadsheets, databases, publications and PowerPoint presentations.
12. To participate if required in the BHSCT extended working hours service.
13. To participate if required in the BHSCT on-call Rota.
14. To participate if required in the weekend and statutory duty Rota.
15. To deputize for the Deputy Head of Pharmacy, when required, for oversight of non MHRA licenced activity provided from the Plenum Building.

PERSONAL DEVELOPMENT

1. To ensure a personal commitment to maintaining a high quality of service to patients by continual development of practice.
2. To formulate, in conjunction with the Deputy Head of Pharmacy and Head of Pharmacy, a personal development plan clearly identifying any training need.
3. To maintain a continuous professional development portfolio in accordance with the requirements of the Pharmaceutical Society of Northern Ireland.
4. To maintain competency in practice of pharmacy.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

Used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***



JOB SPECIFICATION

Title of Post: PRODUCTION MANAGER

Location: VICTORIA PHARMACEUTICALS, THE PLENUM BUILDING

ESSENTIAL CRITERIA:

PROFILE A

1. M.Pharm in Pharmacy or equivalent.
2. Membership of the Pharmaceutical Society of Northern Ireland or eligible for membership.
3. A minimum of 4-years experience at senior hospital pharmacy management level defined as Band 8B level or above.
4. MSc in Pharmaceutical Technology and Quality Assurance, or equivalent, or willing to undertake after appointment.
5. Have a relevant Higher Degree or a relevant Postgraduate Qualification defined as a Masters in a pharmaceutical, health related or management discipline.
6. Knowledge and application of Risk Management Systems.
7. Have a creative approach to problem solving and a flexible approach to work.
8. The ability to communicate effectively.
9. Have a full, valid driving license with access to suitable transport

PROFILE B

1. A minimum of 4 years experience in the pharmaceutical production industry at a minimum of Deputy Pharmaceutical Production Manager level or equivalent
2. Have a relevant Higher Degree or a relevant Postgraduate Qualification defined as a Masters in a pharmaceutical, chemical, health related or management Discipline.
3. MSc in Pharmaceutical Technology and Quality Assurance, or equivalent, or willing to undertake after appointment.

4. Knowledge and application of Risk Management Systems.
5. Have a creative approach to problem solving and a flexible approach to work.
6. The ability to communicate effectively.
7. Have a full, valid driving license with access to suitable transport.

DESIRABLE CRITERIA:

1. Interest in research.
2. Project management Experience
3. Self management skill with regard to time management, self motivation and an ability to meet deadlines.

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non appointment.

For further information on this post please contact

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