

Completing Consultant Pharmacist Post Approval Application – Top Tips for Success**1. Do not use sections of the exemplar material as part of your submission**

The exemplar material demonstrates the level of detail required as part of your submission. However, all elements of the submission must be specific to the role being created. Copying elements of the exemplar material leads to requests for additional information and delays in approval of posts.

2. The job description, job plan and application must be aligned

All of the elements of the submission must be aligned. Activities that are included in the job description should appear on the job plan. Similarly, the articulated expectations of the role should be evident in both the job description and job plan.

For example, if an expected outcome of the consultant pharmacist's role is to increase uptake of a preventative treatment across primary and secondary care then the job description should include elements of cross boundary working and the time for this should be included in the job plan.

The requirements of the job description must not be specific to an individual (e.g. including a role in another organisation that is not linked to this role) and should be achievable for any applicant with the appropriate level of experience

3. Line management and mentorship must be clearly articulated

Line management arrangements must be clearly stated and should be consistent across the Job Description, Application and any Organogram that is provided.

If line management responsibilities are being shared, a clear description of how this will be managed should be included. Clear lines of accountability should be evident, for delivering the required outcomes associated with the role as well as for the consultant's clinical and professional practice.

Access to mentorship should also be included and specifically address areas where external mentorship may be required (research, education and training, leadership).

All of the support available should be clearly articulated including the detail of how this support will be operationalised (e.g. regular meetings, appraisals etc).

4. Create a clear remit and deliverables with measurable outcomes

There should be a clear remit for the consultant pharmacist that describes their role across all pillars of practice. Aligned to this should be measurable outcomes that describe what success looks like for the consultant pharmacist.

5. The expectations of the role must be achievable and have appropriate resourcing

The deliverables set out in the application and job description should be achievable within the job plan. The deliverables of the role will span all pillars of practice and adequate time should be assigned to each. The time associated with managerial tasks (e.g. managing people or services) should not be underestimated.

The application should also make clear the resources that will be made available (e.g. support staff) to support the consultant pharmacist in achieving their outcomes.

6. The requirements of the post must be at the correct level of the APF across all domains

Consultant pharmacists are expected to demonstrate Mastery within the Expert Professional Practice, Collaborative Working Relationships, and Leadership clusters and the post should clearly display how the consultant pharmacist will be working at this level. The person specification should be clearly mapped to the domains of the APF.

If the sole driver for creating a new post is the delivery of a front-line clinical service without significant elements of leadership, education and research then a consultant pharmacist post may not be the most appropriate approach.

7. Robust stakeholder contribution to needs assessment is required

The consultant pharmacist is expected to deliver care and drive change across the healthcare system, therefore the case for creating the post should demonstrate that the relevant healthcare teams have contributed to the development of the role and its deliverables. This should include consultation with other professional groups in your organisations as well as other local healthcare organisations.

8. Contingency planning and succession planning must be clearly described

Once created, it is expected that healthcare systems and professionals will become increasingly dependent on the leadership and expertise provided by consultant pharmacist posts. Therefore, there should be a clear articulation of how significant planned and unplanned absences will be managed. Similarly, there is a responsibility to create a pipeline of advanced pharmacists capable of progressing to consultant pharmacist posts and this should be considered as part of the application.

9. Links to other organisations should be clearly articulated

In order to deliver all the elements of consultant pharmacist posts, links may be created with other organisations (e.g. HEIs). Where these links exist, that nature of the relationship should be clearly stated (e.g. honorary contract, joint employment etc). This link must be attached to the role and not an individual.

10. A robust risk assessment and plans indemnity and governance must be in place

Consultant Pharmacists will be expected to provide professional and clinical leadership beyond the boundary of the employing organisation. A robust risk assessment of how this will be managed and supported must be included. This should include the indemnity arrangements that will be in place.

Robust governance processes must be in place and be specific to this role. The application should demonstrate, how all relevant organisations contribute to the governance of the post and associated outputs.