**Job Description**

**Job Title:** Humanitarian Pharmacist  
**Reports To:** Operations Manager  
**Responsible For:** Pharmacy function of UK-Med and the UK EMT  
**Start Date:** May 2018  
**End Date:** 31st December 2020 (with possible extension in line with grant funding)  
**Hours:** Full time (with occasional weekend working required)  

The post holder will be expected to deploy to emergencies with the UK EMT and UK-Med and to other short term assignments overseas.

**Background**

UK-Med provides emergency health care support in times of crisis and humanitarian emergencies and delivers training and capacity building for health professionals in developing countries with a particular focus on countries which are vulnerable to humanitarian disaster. UK-Med was established in 1995 to facilitate the provision of health workers from across the UK to support the hospitals in Sarajevo during the Balkans war. Subsequently UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Indonesia, Jordan, Kosovo, Pakistan, the Philippines and Sierra Leone. [http://www.uk-med.org](http://www.uk-med.org)

UK-Med is contracted by the Department for International Development (DFID), until 2020, to support the UK Emergency Medical Teams initiative (UK EMT). EMTs work under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. As part of this multi-partnership programme UK-Med works alongside Humanity and Inclusion (HI), the Fire & Rescue Service (FRS) and Palladium. The UK EMT recently deployed teams to Bangladesh in December 2017 to respond to the Diphtheria outbreak amongst the Rohingya displaced community.

**Overview of the Role**

The Humanitarian Pharmacy Adviser will be a qualified pharmacy professional with some experience of working in humanitarian health settings. They will provide management and technical oversight to all activities relating to the pharmaceutical aspects of UK-Meds work with a particular focus on the UK EMT programme. Their main focus of work will be around the development of pharmaceutical support and operational mechanisms and systems required for preparedness and during an overseas deployment for UK-Med and the UK EMT.
They will provide technical guidance to other UK-Med team members including the Operations Manager, Health Advisers, Medical Logistian and the clinical peer working groups contributing to specific aspects of the programme and responsible for the continued development and preparedness of UK-Med and the UK EMT.

The post holder will also support the UK-Med training programme in the UK and overseas. They will take a pivotal role in developing strategic relationships with other NGO partners and will represent UK-Med and the UK EMT programme at national and international meetings as required.

**KEY RESPONSIBILITIES**

**Pharmaceutical Stock Management**
- Support and develop the pharmaceutical and supply chain management function of UK-Med across all stages of the deployment process.
- Provide technical advice and sign off on pharmaceutical procurement; including supplier selection, tender committee support and quantification of pre-positioned stocks.
- Ensure that UK Med is compliant with the Medicines and Regulatory Health Care Agency policies and procedures.
- Be the responsible person for GDP compliance and conduct regular audits; including the layout of the warehouse, storage, product arrangement, reception, distribution, and transport, checking with the DFID procurement and supply team that recommendations are applied.
- Work with the Medical Logistian in developing systems for strengthening pharmaceutical supply chain management; including implementing minimum standards for storage, export/import, and distribution, medicines management within healthcare facilities, healthcare waste management, and controlled drug management.
- Manage the UK-Med Pharmaceutical Store to ensure that regular stock checks and stock management plans are in place.
- Support the function of the UK EMT Supply Chain working group with a particular focus on pharmaceuticals and medical supply chain management.

**Clinical Oversight and Policy Development**
- Create and maintain robust and comprehensive documentation (assessments, protocols, and SOPs) relating to medicines management and pharmaceutical care in emergencies.
- Set standards and provide advice to UK-Med and the UK EMT in clinical pharmacy; including treatment protocol development, medicines selection, formulary management, administration and prescribing guidance, dispensing protocols and patient information.
- Oversee risk management of the pharmaceutical components of programme delivery.
- Ensure implementation of tools, systems and oversight of healthcare governance and medicines management; including clinical competence, significant error and near miss reporting, audit, quality assurance and continuous improvements.
• Deploy with UK-Med to oversee the implementation of UK EMT pharmaceutical and dispensary services and support the delivery of safe and effective clinical care in humanitarian settings.
• Create stock/pharmacy management systems for use during a deployment.

Training and Capacity Development
• Support the ongoing development of UK-Med and the pharmaceutical component of the programme via support to training for pharmacists/pharmacy technicians and other relevant health care professionals.
• Lead the UK EMT pharmacy technical working group and provide oversight and support to the working group members.
• Support the roll out and training of relevant online stock management tools. Train pharmacy and medical logistics staff in its use to ensure an overview of the stocks on deployment through analysis of the drugs real consumption in relation to the treatment protocols.
• Oversee the recruitment and maintenance of a roster of engaged and deployable pharmacists/pharmacy technicians.
• Other tasks as might be required for effective delivery of UK-Med projects and programmes of work.

ESSENTIAL COMPETENCIES
• Apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med
• Take effective, considered and timely decisions by gathering and evaluating relevant information
• Work collaboratively to achieve shared goals and thrive on diversity of people and perspectives; know when to lead and when to follow and how to ensure effective cross-partner working
• Communicate clearly and confidently with others to engage and influence; promote dialogue and ensure timely and appropriate messages, building confidence and trust
• Builds sustainable networks to support the work of the programme and the organisation
• Ability to deploy and work in humanitarian health settings.

PERSON SPECIFICATION

Leadership and Management
• Capacity building and supervising clinical and logistical staff
• Strong organisational and leadership skills, complemented by sound management abilities
• Excellent interpersonal skills with track record in building successful relationships with a broad range of stakeholders and partners
• Excellent understanding of the humanitarian sector and emergency medical response
Technical Oversight
- Qualified and registered clinical pharmacist having worked within a secondary care environment
- Humanitarian or emergency health experience
- Experience with formulary development, management and Drugs and Therapeutics Committees
- Awareness of the WHO Essential Medicines (Formulary) and National Drug Policies and awareness of MHRA licencing requirements
- Policy development and preparing technical documents
- Knowledge of the WHO Emergency Medical Teams programme

Personal Attributes
- Ability to plan and organise multiple tasks and multiple personnel, whilst still maintaining attention to detail, to produce results under pressure within short deadlines
- Excellent skills in writing, editing, formatting, research, negotiation and verbal communication
- Excellent team working skills
- A positive and flexible problem solving approach
- Excellent database skills and with Microsoft Word, Excel and PowerPoint

EXPERIENCE AND QUALIFICATIONS
Experience
- Minimum of five years of experience as a pharmacist some of which is in a humanitarian or emergency setting
- Experience in managing teams of clinical logistics staff and/or volunteers preferably in a humanitarian setting
- Experience of working in collaboration with partners/stakeholders eg. WHO, national government, Ministry of Health, in delivery of complex programmes
- Managing medical procurement, medical supplies and pharmaceutical supply chain
- Developing and providing training and supervision to others
- Willingness to undertake overseas travel and work in insecure areas

Qualifications
Essential:
- Primary Pharmacy degree
- Registration as a pharmacist with an appropriate professional body

Desirable:
- Certificate in ‘Humanitarian Medical Logistics Practices’ e.g. Fritz Institute / CILT
- Post graduate qualification in public or humanitarian health or similar
- Training qualification
The post holder will be required to familiarise themselves with UK-Med’s Equality and Diversity policies and to actively support these wherever possible.

**Location and travel**
The role is based within UK-Med’s main office in Manchester with regular UK travel expected to London for partnership meetings and to the UK EMT warehouse. Additional travel will be expected both nationally and internationally to deploy with both the UK EMT and UK-Med, which can also include assessments, simulation and training exercises.

Applicants must have the right to live and work in the UK.

**Closing date: Thursday 12th April 2018 at 5pm**

For an informal discussion about this post, in the first instance please email Sinead O’Reilly, Operations Manager at sinead.oreilly@uk-med.org

Applicants should apply by sending a current CV with full contact details. This should be submitted with a supporting letter of application addressing suitability for the post based on the criteria outlined in the [Essential Competencies, Person Specification, Experience and Qualifications](#) section of this Job Description and outlining current salary. To be submitted to recruitment@uk-med.org

Please indicate in your letter where you saw the post advertised.