



November
2024

Policy Officer (Pharmacy Schools Council & Prescribing Safety Assessment)

RECRUITMENT PACK

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The Pharmacy Schools Council

The Pharmacy Schools Council is the collective voice of the UK's thirty four pharmacy schools, and provides a source of expert opinion and advice on matters concerning pharmacy education and careers from the perspective of pharmacy schools. Each member pharmacy school is represented by its head, making the Council the informed and authoritative voice on matters of pharmacy education and the profession, as well as the science behind today's emerging and complex medicines and treatments. The Pharmacy Schools Council is steered by the Executive Committee, which is elected from among the membership. In addition, there is the Admissions Group, formed from the heads of admissions from the pharmacy schools, a Postgraduate Group and a Student Success Group.

The strategic objectives of the Pharmacy Schools Council are:

- 1) Represent the collective interests and views of all UK Schools of Pharmacy by:
 - Being a principal source for informed opinion and advice on all matters concerning pharmacy, pharmaceutical science and pharmaceutical education from the perspective of UK Schools of Pharmacy,
 - Responding to consultations on matters that impact on pharmacy education, training, research and diversification of pharmacy school activities,
 - Providing a point of reference for the profession and the media,
 - Facilitating the sharing of best practice amongst the member schools,
 - Promoting the principles of widening participation and equality, diversity and inclusion,
 - Promoting the development of a pharmacy workforce with the necessary scientific, clinical and behavioural skills to meet the needs of the patient population.
- 2) Provide high quality services and add value for member Schools of Pharmacy by delivering meetings, policy and communications materials that respond to their needs.
- 3) Work to innovate, improve and maintain quality in pharmacy education and training, in particular facilitating the transition from education into practice and to support the profession in reaching their advanced practice goals.
- 4) Work closely with the General Pharmaceutical Council (GPhC), Royal Pharmaceutical Society and other representative, stakeholder, commissioning and professional groups in pharmacy on matters of shared interest.

The Medical Schools Council

The Medical Schools Council (MSC) is the representative body for UK medical schools. The council is made of the heads of UK medical schools and meets in order to shape the future of medical education in the UK.

As well as the heads of medical schools, other groups meet under the auspices of the Medical Schools Council to provide expert opinion on particular areas of medical education and research. The Assessment Alliance is made of heads of assessment from member medical schools while the Selection Alliance is made of heads of selection. Leaders in education, research, fitness to practise and medical electives also meet.

Together these groups form a body of experts which is able to define policy, share best practice and run major national projects such as the Assessment Alliance's Question Bank. In this way, the Medical Schools Council allows for the collaborative shaping of strategy and initiatives at the UK level while preserving the autonomy of individual medical schools.

Mission

1. To be the authoritative voice of UK medical schools
2. To ensure the world-class quality of UK medical education
3. To be a global leader in medical assessment
4. To focus on equality, diversity and inclusivity, to enhance clinical leadership and develop leaders within medical schools
5. To maintain and build on the close relationship between universities and the National Health Service
6. To explore the public's needs of doctors and the changing role of the doctor in the future of healthcare
7. To promote clinical academic careers and the conduct of high-quality research in medical schools
8. To facilitate the transition between undergraduate and postgraduate environments
9. To support all aspects of medical schools' work and add real value for members
10. To provide a supportive network for medical school deans and their colleagues

Role description

Post title: Policy Officer (Pharmacy Schools Council and Prescribing Safety Assessment)

Responsible to: Senior Policy Officer PhSC

Salary: £33,702 – £37,447 (dependant on experience)

Location: 1 day minimum in the London (Euston) office per week

You will be part of the Policy Team of the Pharmacy and of the Medical Schools Councils. The policy team supports the development of common and best practice policies between schools in healthcare sciences. The team also supports other similar associations of healthcare science schools in the UK and Ireland: Veterinary Schools Council, Dental Schools Council and the Association of Dental Hospitals. The postholder's primary focus will be in supporting the Pharmacy Schools Council and gaining a deep understanding of the role and expectations of members, prior to the retirement of the current Secretariat lead for pharmacy in late 2025. The postholder will also be a member of the team developing and delivering the Prescribing Safety Assessment. This online assessment is delivered nationally on set dates each year and has to be passed by all Foundation year 1 doctors before moving into a Foundation year 2 post. UK medical students take the assessment in their final year of medical school whilst non-UK graduates take it during their F1 year.

Job summary:

This is an exciting opportunity to lead our work in pharmacy education. The introduction of the General Pharmaceutical Council's 'New standards for the initial education and training of pharmacists' in 2021 significantly changed the way the MPharm is delivered with the requirement for increased student placements and the inclusion of prescribing skills in the curriculum. Furthermore, the new GPhC standards and learning outcomes now cover both undergraduate and Foundation year training which has necessitated the PhSC working closely with Statutory Education bodies (NHSE; NES; HEIW; NICPLD) and pharmacy employers to ensure all outcomes are met at the right level at the end of year 5. The PhSC continues to work on the challenges presented by these changes to ensure that pharmacists have the necessary scientific, clinical and behavioural skills to deliver quality patient care in a rapidly changing healthcare environment.

This is also a period of expansion for pharmacy education with several new schools of pharmacy joining the PhSC this year academic year, and the possibility of further schools joining in the coming years.

The role will also involve Secretariat support for groups working on the Prescribing Safety Assessment – a collaboration between the Medical Schools Council and the British Pharmacological Society – and being part of the central team responsible for preparing and delivering the exam on set dates throughout the year.

Key responsibilities

The role holder will have responsibility for:

- Organising and supporting online and in-person committee meetings for the Pharmacy Schools Council, its Executive and the Admissions Group, including agenda setting, preparation of papers, drafting and circulating minutes, and following up on actions.
- When required, support the work of the PhSC's Postgraduate group and Student Success Group.
- Identifying areas for policy development in pharmacy education.
- Drafting, advising on and collating responses to consultations.
- Working with pharmacy stakeholders in delivering the aims of the Pharmacy Schools Council and implementing changes in pharmacy education.
- Producing correspondence and documents, and maintaining records such as membership records, spreadsheets and databases, using a variety of software packages including Microsoft Office 365.
- Liaising with relevant staff in stakeholder organisations, particularly around the implementation of the new GPhC standards for education and training.
- Ensuring the wider pharmacy community is aware of the educational challenges faced by schools of pharmacy in delivering the MPharm.
- Managing the setting of and collection of membership fees from Schools of Pharmacy.
- Responding to telephone and email enquiries from members and pharmacy stakeholders.
- Maintain and awareness of developments in pharmacy and horizon scan for emerging pharmacy issues that may impact on the work of the PhSC.
- Escalating concerns and cascading information where appropriate.
- Understanding the purpose of the Prescribing Safety Assessment (PSA) and working as part of the PSA team to prepare and deliver online assessments to UK medical students and to F1 doctors on set dates throughout the year.

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- Assisting in the development of new material for the PSA and participating in all relevant meetings.
- Contributing to the post assessment tasks as instructed by the team or Director.
- Leading on the preparation, delivery and follow up of PSA mocks for penultimate year medical students.
- Monitoring the admin mailbox and responding to PSA enquiries, liaising with others in the PSA team where guidance is needed.
- Arranging meetings and providing support to the PSA Executive and other PSA groups as instructed.

Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: November2024

Person specification

Essential skills	Assessment
Pharmacy degree	Application form
Knowledge of UK healthcare education environment	Application form, Interview
Excellent IT skills, including Word, Excel, PowerPoint; including adherence to GDPR rules. We currently use Microsoft Office 2010. Willingness to learn new tools and programmes.	Application form, Test
Numerate with good oral and written communication skills, including report writing.	Application form, Test
Motivation to work independently to consistently deliver multiple pieces of high- quality work on time.	Application form, Interview
Experience of successfully solving problems.	Interview, Test
Understanding of, and commitment to, equality, diversity and inclusion as set out in UUK's Equal Opportunity policy.	Application form Interview

Desirable skills	Assessed by
Experience working in a membership organisation and awareness of related opportunities and challenges.	Application form/ Interview
Experience of working with senior staff and facilitating multi-team work.	Application form/Interview
An understanding of pharmacy and medical education and an understanding of the NHS.	Application form/ Interview
Experience running online and in person meetings and events.	Application form/ Interview

Working at the Medical Schools Council: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity. Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. Your contract of employment will be with Universities UK and you will be seconded to the separate charity, the Medical Schools Council to work on projects for the various Councils it supports.

Staff benefits

We offer many staff benefits that will support your wellbeing and happiness, including:

- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus 4 discretionary days plus bank holidays
- season ticket loans after 6 months
- staff loans
- two pension schemes
- cycle scheme
- salary progression plans
- £45 contribution every two years towards eye tests and the purchase of glasses where required
- Learn for You scheme
- virtual medical care – 24 hour access to GP consultations.

Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts. We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION AT UNIVERSITIES UK, [READ OUR INCLUSION AND DIVERSITY ACTION PLAN](#)

Staff engagement and wellbeing at work

Staff engagement

In our most recent staff survey we were awarded the Agenda Employee Engagement Award, this award recognises agenda clients in the not-for-profit sector, who have demonstrated high levels of employee engagement within their organisations.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice
- Following best practice and accredited with the Workplace Wellbeing Charter
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.

Our values and behaviours

Our Values	Our Behaviours
Staff wellbeing	<p>We are:</p> <ul style="list-style-type: none"> • Inclusive and diverse • Respectful and friendly • Supportive
Communication	<p>We are:</p> <ul style="list-style-type: none"> • Timely • Tailored • Engaging
Learning	<p>We are:</p> <ul style="list-style-type: none"> • Critically evaluating and developing • Sharing insight • Valuing creativity
Identity/Voice	<p>Our identity and voice is:</p> <ul style="list-style-type: none"> • Purposeful • Influential • Inspiring • Collaborative
Team	<p>Our teams are:</p> <ul style="list-style-type: none"> • Aligned to tasks • Harness diverse skill sets • Generous with sharing credit
Committed to getting things done	<p>We encourage:</p> <ul style="list-style-type: none"> • Taking responsibility • Focus on priorities • Exercising judgement in managing and time resources • High trust: High challenge

The Medical Schools
Council is the
representative body for
UK medical schools.

Woburn House
20 Tavistock Square London,
WC1H 9HD

admin@medschools.ac.uk
www.medschools.ac.uk
[@ukmedschools](https://twitter.com/ukmedschools)

