****

**TERMS OF REFERENCE**

**PHARMACIST**

Date: May 2024

**1. Background**

1. The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown) an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, finance and shipping.
2. The island’s population is around 4,500 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (around 920 staff), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.
3. The St Helena Government Strategy captures the following National Goals:

**Altogether Safer**

**Altogether Healthier**

**Altogether Better for Children and Young People**

**Altogether Greener**

**Altogether Wealthier**

**Effective Infrastructure**

**Effective, efficient and accountable Public Sector**

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: [https://www.sainthelena.gov.sh/wp- content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf](https://www.sainthelena.gov.sh/wp-%09content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf)

**Our Vision:**

St Helena – a great place to live, learn, work, visit and invest.

**Our Mission:**

Improve the lives of all within our community and help the island thrive.

**Our Values:**

**F**AIRNESS - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

**I**NTEGRITY - We communicate openly and we are honest, accountable and ethical.

**T**EAMWORK - We work together and we support each other.

1. Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena’s economic prospects and have a dramatic impact on the island community, bringing a period of accelerated social and economic change. Achievement of the Goals and Strategic Objectives will require sound management and transformation of the public sector to make it a professional, modern, and flexible organisation able to initiate and respond to change.
2. Achievement of the Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.
3. Central to this programme is the re-structuring of functions and directorates to ensure the Public Service is able to meet current and future challenges whilst continuing to deliver quality services to the community. As part of this, the Public Service is seeking to ensure:

* There is not an over-reliance on the Public Service;
* That we improve the experience of our customers and employees;
* That we identify efficiencies and better ways of working; and
* That we are fit for the future and whatever that may bring.

1.7 There are five Portfolios, each led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service. The Portfolios are: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary which provides support to all areas of the Public Service, as well as the Executive and Legislative Councils. The Treasury is led by the Deputy Financial Secretary.

* 1. Within the Health and Social Care Portfolio, our vision is that everyone on St Helena should have longer, healthier and happier lives, they are able to remain independent and active, in their own homes as long as possible.
  2. Our mission is to be a key partner/leader in our local system and to drive health and wellbeing, healthcare and social care transformation, to deliver outstanding care and effective safeguarding within the community and across all services. We will work with our overseas partners to bring the best knowledge and practice to the island and help us make us as efficient and effective as possible.
  3. The work of the Health and Social Care Portfolio is rooted in a set of core values – to be caring, safe, responsive, effective, collaborative and expert.
  4. We work in a context where:
* The population is ageing and consequently require more healthcare input;
* Service provision on the island is limited by available funding, low technology base, as well as the availability of required expertise;
* Cost of care is ever-increasing due to inflation locally and overseas, high disease burden and the advent of new/expensive technologies;
* Prevalence of long-term conditions is very high: ~25% of the population have been diagnosed with diabetes, ~30% with hypertension, and more than 70% of adults and 40% of children experience excess body weight with attendant risks to long term health and outcomes; and
* Prevalence of lifestyle and behavioural risk factors is high with more than 30% of the adult male population, 24% of teenagers and 20% of women in the reproductive age smoking regularly at significant risks to their health.
  1. Over the next 3 years, our strategic intent within the Health and Social Care Portfolio as we undertake the task of facilitating continuous improvement in the health status and outcomes for the current and future generations on the island is to:
* Strengthen the ability to deliver effective and efficient services on the island;
* Design and implement an effective Prevention and Health Promotion service; and
* Protect the population from identifiable threats to health and ensure a healthy environment.
  1. Our core Health services include:
* Community Nursing and Primary Health Care Services (Outpatient Clinics, Community Mental Health, Home Visits, Sexual and Reproductive Health, Nutritional Advice, Health Promotion, School Health, Immunisation & Child Welfare Physiotherapy and Occupational Therapy; Prison Health Clinics);
* Dental and Pharmacy Services with dispensing facility in Jamestown and a mobile dispensary;
* Hospital/Acute Services (including Ambulance, Emergency Service, Inpatient Medical/Surgical/Obstetric Services and Radiology);
* Environmental Health Services including meat and fish inspections, food hygiene safety, port health, pest control and workplace health and safety; and
* Laboratory Services with the ability to do many basic diagnostic tests across microbiology, chemical pathology, haematology and water and food testing.
  1. There is a single 22-bed general hospital located in the capital Jamestown. The hospital has a two-bed intensive care unit, an operating theatre, a radiology suite with CT-Scan, X-ray, Mammography and Ultrasound facilities. There are four outpatient clinic sites: one located in Jamestown, and three other outlying districts. We work closely with the Social Care Directorate to ensure appropriate care and support is provided to vulnerable adults and children (including care home residents) and assurance of implementation of safeguarding measures for children and adults. We support the police and prison services to offer care to those in custody including limited forensic services.
  2. Patients with complex needs or requiring specialist interventions not available on island are referred overseas, mainly to South Africa and minimal numbers to the UK. Decision for overseas referral is based on clinical need, expected outcome and available funding.

The Directorate employs approximately 147 full-time staff, including administrative staff who support the efficient running of our operations. There are approximately 50 nursing staff of which six are expatriate staff. There are currently nine expatriate Medical Officers on the Island including four General Practitioner/Medical Officer posts, an Anaesthetist, Obstetrician and a General Surgeon. There are various Specialists visiting the island based on patient needs. Historically, we have had visiting Cardiologist, Ophthalmologist, Audiologist, Optometrist and Gastroenterologist. The team is supported by an Emergency response team.

* 1. The Public Service has entered an exciting phase in the development of St Helena Island. To help us deliver the changes needed in our organisation we are seeking to engage a Pharmacist who will have overall responsibility for all Pharmacy services in St Helena.
  2. This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this ‘Technical Co-operation (TC) Programme’ are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community. You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

**2. Key Objectives**

1. The overall objectives of the post during the contractual period are:

* Manage the Pharmacy in St Helena.
* Ensure continued access to pharmaceuticals and other medical supplies within the constraint of budget and local clinical policies.
* Ensure safe and effective prescribing.
* Take part in the on-call rota and out of hours service provided by the Pharmacy.

1. A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

* Developing specific job related technical skills and knowledge in an individual or across teams or groups.
* Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.
* Supporting the improvement of overall Public Service performance.
* Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.
* Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

1. You may be directly involved in succession planning and if so you would be required to:

* Participate in the performance management process and identify solution for filling skill/capacity gaps.
* Facilitate continuing professional development for direct reports and the wider team as necessary.
* Develop succession plans, or contribute to succession planning for staff within the section.

1. You can contribute to the development of the workforce even if you don’t have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.
2. It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.
3. Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.
4. Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

**3. Support to National Goals and Strategic Objectives**

1. The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:

|  |  |  |
| --- | --- | --- |
| **NATIONAL GOAL** | **STRATEGIC OBJECTIVE** | **DEPARTMENTAL OBJECTIVE** |
| The St Helena Government Strategy captures the following National Goals:  **Altogether Safer**  **Altogether Healthier**  **Altogether Better for Children and Young People**  **Altogether Greener**  **Altogether Wealthier**  **Effective Infrastructure**  **Effective, efficient and accountable Public Sector**  The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf> | Maintain equitable and proportionate local access to a range of health services.  Assist withexpanding preventative healthcare services.  Tackle the high prevalence and incidence of chronic long term conditions.  Improve community engagement and patient experience  Tracer drugs available 90% of the time all year round | Review and maintain an up to date medication formulary  Support a monthly healthy living pharmacy campaign  Review near misses and discuss CAPAs with the team.  Lead the weekly team meeting.  Continuously training and clinical supervising of the pharmacy staff.  Improve the repeat prescription service.  Collect feed-back from the internal and external service users. |

**4. Outputs, Timing and Reporting**

1. The Pharmacist shall provide to the Senior Medical Officer monthly/quarterly reports on progress. These reports should cover the outputs, and key performance indicators agreed with Senior Medical Officer*.* These should be agreed not more than three months after arrival on Island.
2. A Capacity Development Record should be kept by the post holder for the duration of their contract. This will be reviewed as part of the six-month probation review, annually as part of the appraisal process and at the end of contract review.
3. The post will be for two years. Performance will be measured with respect to the Section and Portfolios overall performance in service delivery and increases in operational effectiveness and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.
4. The Pharmacist will report directly to the Senior Medical Officer*.*

**5. Organisational Structure**

1. The Health and Social Care organogram is shown below.

