

28 August 2018

Our Ref: RFI 24450

Dear

**Freedom of Information Act 2000
Information in relation to pharmacy management and staffing**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 30 July 2018.

A response to each of the questions raised has been provided by the Hospital Services Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Victoria Smith
Information Governance Assistant

I would be grateful if you could provide me with the following information under the guidance of the Freedom of Information Act:

Q1. Copy of pharmacy management structure

A1. Please find attached Document 1 –*Pharmacy Management Structure*.

Q2. Total WTE of pharmacists and pharmacy technicians

A2. There are currently 68.85 Whole Time Equivalent (WTE) Pharmacists and 55.49 WTE Technicians/Assistant Technical Officers employed within the Trust.

Q3. Chief Pharmacist/Director of Pharmacy name

A3. Jill Macintyre, Head of Pharmacy and Medicines Management.

Q4. Copy of Job Description for Chief Pharmacist / Director of Pharmacy

A4. Please find attached Document 2 – *Trust Head of Pharmacy Job Description*.