



QUALITY & COMPLIANCE OFFICER (Medication Governance)

Salary: £35,000–£40,000 per annum (dependent on experience)

Hours: 37.5 hours per week, Monday to Friday - onsite

Reports to: Quality & Compliance Manager

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, excellent progression.

Overview: Our residents are at the heart of everything we do at the Meath Epilepsy Charity with person-centred planning we make sure that everyone remains focused on achieving their goals and to maintain their independence as much as possible.

CQC rated 'GOOD'

Job Purpose:

The Quality & Compliance Officer (Medication Governance) plays an important role in helping The Meath maintain safe, high-quality and person-centred services.

Working alongside the Quality & Compliance Manager, Residential Managers, external pharmacy and GP Surgery partners and operational teams, you will provide assurance that our medication governance and wider compliance standards remain safe, effective and well-led across the organisation.

The Meath has established medication systems, including Camascope eMAR, trusted pharmacy partnerships and robust governance processes. Rather than building these systems from scratch, your role will focus on maintaining excellent standards through auditing, education, data analysis and collaborative quality improvement.

This role requires a highly motivated, self-starting and proactive individual with strong medication governance knowledge and at least two years' experience working within a CQC/Ofsted-regulated environment. The postholder will combine robust attention to detail with interpersonal skills to collaborate and positively challenge others.

Success in this role depends on the ability to build confidence, capability and accountability across all residential services, ensuring, with the support of the compliance manager that medication safety standards are understood, embedded and consistently maintained. The postholder will help support a culture where teams take pride in safe practice, act on learning and understand their individual responsibility in delivering high-quality care.

Key Responsibilities Include:

Medication Governance

- Complete monthly digital medication audits across all residential services.
- Systematically, routinely monitor and review eMAR records for accuracy and compliance.

- Audit medication-related care plans.
- Produce meaningful monthly governance reports.
- Monitor MHRA medication safety alerts.
- Support review of medication incidents and root cause analysis for wider, shared learning and continuous improvement to practices.
- Hold services accountable for agreed medication action plans.
- Escalate repeated non-compliance through governance structures.
- Support managers to build local ownership of medication safety.

Compliance & Quality Assurance

- Complete digital compliance audits using GoAudits.
- Support managers with practical guidance and constructive feedback.
- Accurate, timely reporting of themes/trends analysis.
- Contribute to quality improvement projects.

Partnership Working

- Maintain strong, professional relationships with pharmacy, digital providers and GP practice colleagues.
- Build collaborative relationships across services.

Education & Service Improvement

- Establish and lead a Medication Champion network.
- Act as a visible coach to managers and seniors.
- Provide supportive challenge where standards fall below expectation.
- Support problem-solving and professional curiosity.
- Encourage an open culture of learning.
- Be a competent Train the Trainer medication trainer / or be willing to complete a Train the Trainer course and to provide medication refresher training across the services – meeting the support needs of all staff, working various shift patterns.

Person Specification (Essential)

- Demonstrable experience in a CQC-regulated health and social care environment.
- Some understanding of CQC Fundamental Standards.
- Knowledge of medication governance and medication safety.
- Experience completing audits and supporting improvement.
- Demonstrable experience of supporting and developing teams.
- Resilient with confidence to follow through.
- Strong analytical skills and attention to detail are essential for identifying areas for improvement and ensuring compliance with standards.
- Ability to develop and implement corrective action plans to address compliance issues and improve quality
- Self-motivated and highly proactive.

What Success Looks Like

- ✓ Medication governance meets high organisational and regulatory standards.
- ✓ Managers develop and demonstrate clear ownership and accountability for medication and wider compliance safety.
- ✓ Teams feel confident and competent in medication and wider compliance processes.
- ✓ A consistent safety culture is evident across all residential services.
- ✓ Residents receive safe, effective and person-centred care.

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement