

JOB DESCRIPTION

Job Reference	
Job Title:	Practice Clinical Pharmacist
Grade:	Band 7 Afc
Hours:	37.5
Location:	One or more practices
Responsible to:	Senior Clinical Pharmacist
Accountable to:	Lead GP

Job Summary:

- In conjunction with the practice(s), To plan and organise the post holder's own workload, including medicines management services to the practice, audit and project work, and training sessions for clinical and non-clinical staff
- To record personally generated information and maintain a database of information relating to the work done in the practice(s)
 - personally generated information includes information and records relating to audit and clinical work undertaken by the post holder, reference notes relating to clinical/technical information, etc
 - maintaining up-to-date, detailed records of all work done in the practices for which the post holder is accountable (done by the post holder or others)
- To develop and facilitate a good working relationship with community pharmacists and other local providers of healthcare
- To maintain registration as a pharmacist and comply with appropriate professional codes
- As appropriate to the post, to maintain and develop professional competence and expertise, keep up to date with medical/therapeutic evidence and opinion, and local and national service, legislation and policy developments, agree objectives and a personal development plan and participate in the appraisal process
- To attend local medicines management meetings of relevance e.g. CCG medicines management
- To undertake any other duties commensurate with the post holder's grade as agreed with the post holder's line manager

- All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements (e.g. health and safety, equal treatment and diversity, confidentiality and clinical governance)

Principal Responsibilities:

Management of medicines at discharge from hospital.

- To reconcile medicines following discharge from hospitals, intermediate care and into care homes, including identifying and rectifying unexplained changes and working with patients and community pharmacists to ensure patients receive the medicines they need post discharge.

Set up and manage systems to ensure continuity of medicines supply to high-risk groups of patients (e.g. those with medicine compliance aids or those in care homes).

- **Develop as an independent prescriber so as to manage and prescribe for patients within a specific chronic disease area.**

Risk stratification

- Identification of cohorts of patients at high risk of harm from medicines through pre-prepared practice computer searches. This might include risks that are patient related, medicine related, or both.

Unplanned hospital admissions

- Review the use of medicines most commonly associated with unplanned hospital admissions and readmissions through audit and individual patient reviews.
- Put in place changes to reduce the prescribing of these medicines to high-risk patient groups.

Repeat prescribing

- Produce and implement a practice repeat prescribing policy.
- Manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates and flagging up those needing a review to the GP.

Telephone and patient facing medicines support

- Provide a telephone help line for patients with questions, queries and concerns about their medicines.
- Hold clinics for patients requiring face-to-face medicines use reviews (MURs) — i.e. advise about medicines and adherence support.

Medication review

- Undertake clinical medication reviews with patients and produce recommendations for the GP on prescribing and monitoring.

Care home medication reviews

- Undertake clinical medication reviews with patients and produce recommendations for the GP on prescribing and monitoring.
- Work with care home staff to improve safety of medicines ordering and administration.

Domiciliary clinical medication review

- Undertake clinical medication reviews with patients and produce recommendations for the GP on prescribing and monitoring.

Long--term condition clinics

- See patients with single medical problems where medicine optimisation is required (e.g. COPD, asthma).
- Make recommendations to GPs for medicine improvements.

Service development

- Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advise on treatment pathways and patient information leaflets).

Care Quality Commission

- Work with the practice manager and GPs to ensure the practice is compliant with CQC standards where medicines are involved.
- Undertake risk assessment and management and ensure compliance with medicines legislation

Public health

- To contribute to public health campaigns, including flu vaccinations, and adult immunisation programmes

Cost saving programmes

- Undertake changes to medicines (switches) designed to save on medicine costs where a medicine or product with lower acquisition cost is now available.

Medicine information to practice staff and patients

- Answers all medicine--related enquiries from GPs, other practice staff and patients with queries about medicines.

Information management

- Analyse, interpret and present medicines data to highlight issues and risks to support decision making.

Medicines quality improvement

- Undertake simple audits of prescribing in areas directed by the GPs, feedback the results and implement changes in conjunction with the practice team.

Training

- Provide education and training to clinical pharmacists on their job role therapeutics and medicines optimisation.

Implementation of local and national guidelines and formulary recommendations

- Monitor practice prescribing against the local health economy's RAG list and make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs).
- Assist practices in setting and maintaining a practice formulary that is hosted on the practice's computer system.
- Auditing practice's compliance against NICE technology assessment guidance. Provide newsletters or bulletins on important prescribing messages.

Medicines safety

- Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.

Confidentiality

You may gain knowledge of confidential matters which may include personal and medical information about patients and staff.

All information, either written or electronic, regarding patients, staff and corporate information must be treated as strictly confidential at all times, and you may not divulge to any other person except with the express authority of a Senior Manager . Such authority may only be given when it is in the patient's or staff's own interest and is a necessary part of treatment.

Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Codes of Conduct and Accountability

You are expected to comply with relevant codes of conduct and accountability, including national guidance.

Health and Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate in meeting statutory regulations. You are also required to attend statutory training as required to fulfil your duties.

To comply with safety instructions and practice policies and procedures.

To use in a proper safe manner the equipment and facilities provided.

To refrain from wilful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others.

To report as soon as practical any hazards and defects to your senior manager.

To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

Infection Control

It is practice policy to reduce the risk of Healthcare Associated Infection by having in place Infection Prevention and Control Policies. These policies must be adhered to by all staff to ensure patients are cared for in a clean environment and receive the highest standards of clinical care.

Equality and Diversity

It is the responsibility of every person to act in ways that support equality and diversity and work within the spirit and detail of legislation including, but not limited to the Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995 as amended.

Data Protection

Where it is a requirement of the job for the postholder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example passwords, are not communicated to unauthorised individuals.

General Clause

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Signed by employee.....Date.....

Signed by manager.....Date.....

Person Specification

Job Title	Practice Pharmacist		
AfC Band	7	Job Code	

Method of Assessment: 'A' Application Form

'I' Interview & assessment Process

Person Specification		Essential	Desirable	Assessment
Qualifications & Training				
1.	Mandatory registration with General Pharmaceutical Council	✓		A/I
2.	Membership of the Royal Pharmaceutical Society		✓	A/I
3.	A member of or working towards Faculty membership of the Royal Pharmaceutical Society		✓	A/I
4.	Masters degree in pharmacy (MPharm)		✓	A/I
5.	Clinical diploma		✓	A/I
6.	Independent prescriber		✓	A/I
Knowledge and experience				
1.	Minimum of 2 years post-qualification experience.	✓		A/I
2.	In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare.	✓		A/I
3.	An appreciation of the nature of GPs and general practices	✓		A/I
4.	An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	✓		A/I
Skills				
1.	Excellent interpersonal, influencing	✓		A/I

	and negotiating skills			
2.	Excellent written and verbal communication skills	✓		A/I
3.	Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients)	✓		A/I
4.	Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions.	✓		A/I
5.	Good IT skills	✓		A/I
6.	Able to obtain and analyse complex technical information	✓		A/I
7.	Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate	✓		A/I
8.	Able to work under pressure and to meet deadlines	✓		A/I
9.	Produce timely and informative reports	✓		A/I
10.	Gain acceptance for recommendations and influence/ motivate/ persuade the audience to comply with the recommendations/ agreed course of action where there may be significant barriers		✓	A/I
11.	Work effectively independently and as a team member	✓		A/I
12.	Demonstrates accountability for delivering professional expertise and direct service provision	✓		A/I
Attributes and Behaviours				
14.	Self-motivation	✓		A/I
15.	Adaptable	✓		A/I
16.	Full driving licence.	✓		A