

## **Job Description**

**Job Title:** Clinical Pharmacist (with IP)

**Responsible to:** Lead Pharmacist

**Pay Grade:** LMP Grade 8 (£41,649 - £48,510) per annum, pro-rata

**Place of work:** The post holder will be required to work at any of our 8 locations in line with service needs.

### **Role Summary**

The post holder will work as part of a multidisciplinary team, with their time split between face to face clinical reviews with patients, and desk based activities according to the needs of the practice (e.g. prescription management, prescribing safety, clinical audit, local incentive scheme support, medicines reconciliation). The post holder will be required to hold an Independent Prescribing Qualification.

As an independent prescriber, the post holder will act within their professional boundaries, supporting and working alongside a team of pharmacists in general practice. In this role, they will be supported by a Lead Pharmacist who will develop, manage and mentor them.

As part of a multi-disciplinary team the post holder will take responsibility for areas of chronic disease management within the practice and undertake clinical medication reviews to proactively manage patients with complex polypharmacy.

The post holder will provide primary support to general practice staff with regards to prescription and medication queries. They will help support the repeat prescription system, deal with acute prescription requests, and medicines reconciliation on transfer of care and systems for safer prescribing, providing expertise in clinical medicines advice while addressing both public and social care needs of patient in the GP practice(s).

## Primary Duties and Areas of Responsibility

<p><b>Management of common/minor/self-limiting ailments</b></p>	<p>Managing caseload of patients with common/minor/self-limiting ailments while working within a scope of practice and limits of competence.</p> <p>Signposting to community pharmacy and referring to GPs or other healthcare professionals where appropriate</p>
<p><b>Telephone medicines support</b></p>	<p>Provide a telephone help line for patients with questions, queries and concerns about their medicines.</p>
<p><b>Medicine information to practice staff and patients</b></p>	<p>Answers relevant medicine--related enquiries from GPs, other practice staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines.</p> <p>Suggesting and recommending solutions.</p> <p>Providing follow up for patients to monitor the effect of any changes</p>
<p><b>Management of medicines at discharge from hospital</b></p>	<p>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.</p> <p>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).</p>
<p><b>Signposting</b></p>	<p>Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period e.g. pathology results, common/minor ailments, acute conditions, long term condition reviews etc.</p>
<p><b>Repeat prescribing</b></p>	<p>Produce and implement a practice repeat prescribing policy.</p> <p>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.</p>
<p><b>Risk stratification</b></p>	<p>Identification of cohorts of patients at high risk of harm from medicines through pre- prepared practice computer searches.</p> <p>This might include risks that are patient related, medicine related, or both.</p>

<b>Service development</b>	Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets).
<b>Information management</b>	Analyse, interpret and present medicines data to highlight issues and risks to support decision- making.
<b>Medicines quality improvement</b>	Undertake clinical audits of prescribing in areas directed by the GPs, feedback the results and implement changes in conjunction with the practice team.
<b>Medicines safety</b>	Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.

<b>Implementation of local and national guidelines and formulary recommendations</b>	<p>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).</p> <p>Assist practices in seeing and maintaining a practice formulary that is hosted on the practice's computer system.</p> <p>Auditing practice's compliance against NICE technology assessment guidance. Provide newsletters or bulletins on important prescribing messages.</p>
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<b>Care Quality Commission</b>	Work with the general practice team to ensure the practice is compliant with CQC standards where medicines are involved.
<b>Public health</b>	<p>To support public health campaigns.</p> <p>To provide specialist knowledge on all public health programmes available to the public.</p>

### Collaborative Working Relationships

- Recognises the roles of other colleagues within the organisation and their role to patient care
- Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders (including patients, senior and peer colleagues, and other professionals, other NHS/private organisations e.g. CCGs)
- Demonstrates ability to work as a member of a team
- Able to recognise personal limitations and refer to more appropriate colleague(s) when necessary
- Actively work toward developing and maintaining effective working relationships both within and outside the practice and locality
- Foster and maintain strong links with all services across locality

- Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships
- Demonstrates ability to integrate general practice with community consistency of patient care and benefit
- Liaises with other stakeholders as needed for the collective benefit of patients including but not limited to
  - Patients
  - GP, nurses and other practice staff
  - Other healthcare professionals including CCG pharmacists, pharmacy technicians, optometrists, dentists, health and social care teams and dieticians etc.
  - Locality / GP prescribing lead
  - Locality managers
  - Community nurses and other allied health professionals
  - Community and hospital pharmacy teams
  - Hospital staff with responsibilities for prescribing and medicines optimisation
- The post holder may also on occasion be asked to provide cover at Rosebank Pharmacy

#### **Confidentiality:**

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

#### **Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified
- Act as Chaperone when requested by clinician and in accordance with the Chaperone policy.

#### **Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with the Practice policies and procedures, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of their own personal and/or professional development
- Taking responsibility for their own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

**Contribution to the Implementation of Services:**

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

The job description and person specification are an outline of the main tasks, responsibilities and requirements of the role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the LMP. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice.



Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please insert below name of person who developed Job Description and date:

Name: Charlotte Moul, HR Manager / Amy Williams, Executive Partner      Date: 12<sup>th</sup> May 2020

## Person Specification Clinical Pharmacist

*Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the essential criteria.*

Criteria	Description	Essential	Desirable
<b>Professional Registration</b>	Mandatory registration with General Pharmaceutical Council	E	
	Membership of the Royal Pharmaceutical Society		D
<b>Qualifications</b>	Masters degree in Pharmacy (MPharm) or equivalent	E	
	Independent Prescribing Qualification	E	
<b>Skills, knowledge and experience</b>	In depth therapeutic and clinical knowledge and understanding of the principles of evidence based healthcare	E	
	An appreciation of the nature of GP's and general practices	E	
	An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	E	
	Excellent interpersonal, influencing and negotiating skills	E	
	Excellent written and verbal communication skills	E	
	Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients)	E	
		E	
	Able to plan, manage, monitor, advise and review general medicine optimization issues in core areas for long term conditions.		
	Good IT Skills	E	
	Able to obtain and analyse complex technical information	E	
	Recognises priorities when problem solving and identifies deviations from the normal pattern and can refer to seniors or GPs when appropriate	E	
	Able to work under pressure and meet deadlines	E	
	Produce timely and informative reports	E	
	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	E	
Work effectively independently and as a team member	E		

	Demonstrates accountability for delivering professional expertise and direct service provision	E	
<b>Personal</b>	Self-Motivated	E	
	Adaptable	E	
	Excellent patient manner and interpersonal skills	E	
	Aware of the importance of continuing professional development	E	
	High level of personal integrity	E	
	Willingness to change practice in the light of experience	E	
	Possess a professional appearance and manner	E	
	To have drive, enthusiasm and initiative	E	
	Flexible approach	E	
	Positive thinker	E	
	Ability to challenge constructively	E	
	Able to work under pressure	E	
	Full Driving License*	E	

\*Subject to the provisions of the Equality Act (2010)

**Please insert name of person who developed person specification and date**

Charlotte Moul – HR Manager / Amy Williams – Executive Partner 12<sup>th</sup> May 2020



**Lancaster**  
Medical Practice