



CLINICAL PHARMACIST JOB DESCRIPTION



Job Title:	Practice-Based Clinical Pharmacist - Maternity Cover
Annual Salary	Competitive - Dependent upon experience
Hours:	Apprx 16 hours per week
Term:	Maternity cover – 12 months
Accountable To:	Senior Clinical Pharmacist and/or GP clinical supervisor
Location:	Minerva Primary Care Network member practice & Pharmacy Hub

Introduction

Minerva Primary Care Network (PCN) is a group of 4 GP practices located in Bath consisting of Combe Down Surgery, Newbridge Surgery, Rush Hill & Weston Surgery at St Michaels Surgery. We have a combined list size of over 40,000 patients and we continue to grow.

We have a strong and successful history of working collaboratively and have a number of staff successfully working across all our practices. Collectively we have a strong focus on high quality patient care.

As a Clinical Pharmacist, you will be an integral part of the PCN and practice teams. Working closely with the clinical teams and other primary care colleagues in the practice and within the primary care network (PCN) to support patient care, develop best practice and provide mutual support.

Our pharmacy team spend part of their time in one of our member practices (Rush Hill) and the remaining time at the Pharmacy Team Hub, which is based at our Beehive site.

This role is for maternity cover and we are ideally looking candidates who have completed the CPPE pathway or have primary care experience.

Job Summary

The post holder will work as part of a practice multi-disciplinary team, primarily in a patient-facing role. The post holder will take responsibility for medicines optimization in the practice/PCN and for clinical medication reviews to proactively manage patients with complex polypharmacy, especially for older people, people in residential care homes and those with multiple co-morbidities.

In conjunction with Pharmacy Technicians and PCN Pharmacy team, the post holder will provide primary support to general practice staff across the PCN regards to prescription and medication queries. They will help support the repeat prescriptions system, deal with acute prescription requests, 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 patients in the GP practice/s.

The post holder will provide clinical leadership in the GP Practice and PCN on medicines optimisation and quality improvement and manage some aspects of the quality and outcomes framework and enhanced services.

The postholder will be working towards or utilising their non-medical prescribing qualification.

The post holder will ensure that the practice integrates with community and hospital pharmacy to help utilise skill mix, improve patient outcomes, ensure better access to healthcare and help manage workload. The role is pivotal to improving the quality of care and operational efficiencies so requires motivation and passion to deliver excellent service within general practice.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

Qualifications

Registered Pharmacist with completed CPPE pathway.

Please see person specification for further details.

Main Duties and Responsibilities

The following is not an exhaustive list, and the post holder may at times need to undertake duties as per the needs of the PCN.

Patient facing long-term condition clinics

- Work as part of a multi-disciplinary team in a patient facing role to clinically assess and review patients with single or multiple long-term conditions where medicines optimisation is required.
- Responsibility for prescribing, or completing training to become a prescriber, for conditions where medicines have a large component.
- Review the on-going need for each medicine, a review of monitoring needs and an opportunity to support patients with their medicines taking ensuring they get the best use of their medicines. Make appropriate recommendations to Senior Pharmacists or GPs for medicines optimization.

Patient facing clinical medication review

- Undertake clinical medication reviews with patients with multi-morbidity and polypharmacy and implement own prescribing changes (as an independent prescriber) and order relevant monitoring tests.

Patient facing care home/residential clinical medication reviews

- Be part of the MDT managing the caseload of care home residents. Undertake clinical medication reviews with patients with multi-morbidity and polypharmacy and implement own prescribing changes (as an independent prescriber) and order relevant monitoring tests.
- Work with care home staff to improve safety of medicines ordering and administration.

Management of common/minor/self-limiting ailments

- Be part of the MDT managing the caseload and signposting where appropriate for patients presenting with common/minor/self-limiting ailments while working within a scope of practice and limits of competence.
- Signposting to community pharmacy and referring to GPs or other healthcare professionals where appropriate.

Patient facing medicines support

- Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice.

Telephone medicines support

- Provide a telephone help line for patients with questions, queries and concerns about their medicines.
- Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology test results, common/minor ailments, acute conditions, long term condition reviews etc.

Medicine information to practice staff and patients

- Answer all medicine-related enquiries from GPs, other practice staff, other Healthcare teams (e.g. community pharmacy) and patients.
- Suggest and recommend solutions.
- Provide follow-up for patients to monitor the effect of any changes.

Unplanned hospital admissions

- Work with practice teams to devise and implement practice searches to identify cohorts of patients most likely to be at risk of an unplanned admission, readmissions and harm from medicines.
- Put in place changes to reduce the prescribing of these medicines to high-risk patient groups.

Management of medicines at discharge from hospital

- Reconcile medicines following discharge from hospitals, intermediate care and into care homes, including identifying and rectifying unexplained changes, and manage these changes without referral to a GP.
- Perform clinical medication reviews, produce post discharge medicines care plans including dose titration and booking of follow up tests, and work 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).
- Where necessary, work in partnership with hospital colleagues (e.g. care of the elderly doctors and clinical pharmacists) to proactively manage patients at high risk of medicine related problems before they are discharged to ensure continuity of care.

Repeat prescribing

- Manage the repeat prescribing re-authorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates; make necessary changes as an independent prescriber, and ensure patients are booked in for necessary monitoring tests where required.

Risk stratification

- Design, develop and implement computer searches to identify cohorts of patients at high risk of harm from medicines.
- Utilising Ardens and where necessary identifying appropriate risk stratification tools on behalf of the practice.
- Working with patients and the primary care team to minimise risks through medicines optimisation.

Service development

- Develop and manage new services that are built around new medicines or NICE guidance, where new medicine/recommendations allow the development of a new care pathway (e.g. new oral anticoagulants for stroke prevention in atrial fibrillation).

Medicines Quality Improvement programmes

- Identify and provide leadership on areas of prescribing and medicines optimisation.
- Conduct clinical audits and improve projects or work with colleagues such as GP registrars, practice managers etc.
- Present results and provide leadership on suggested changes. Contribute to national and local research initiatives.

Medicines safety

- Identify national and local policy and guidance that affects patient safety through the use of medicines, including MHRA alerts, product withdrawals and emerging evidence from clinical trials.
- Manage the process of implementing changes to medicines and guidance for practitioners.

Care Quality Commission

- Provide leadership to the general practice team to ensure the practice is compliant with CQC standards where medicines are involved.
- Undertake risk assessment and management and ensure compliance with medicines legislation.

Implementation of local and national guidelines and formulary recommendations

- Monitor practice prescribing against the local health economy's RAG list for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs).
- Liaise directly with hospital colleagues where prescribing needs to be returned to specialists.
- Support auditing practice's compliance against NICE technology assessment guidance. Provide newsletters on important prescribing messages to improve prescribers' knowledge and work with the team to develop and implement other techniques known to influence implementation of evidence — such as audit and feedback.

Public health

- To support public health campaigns. To provide specialist knowledge on all public health programmes available to general public.

Education and Training

- Provide education and training to the primary healthcare team on therapeutics and medicines optimisation.
- Provide training to visiting medical, nursing, pharmacy and other healthcare students where appropriate.
- The post holder will be required to undertake the national CPPE modular training programme of 26 days in the first 18 months (or portion thereof is already undertaking the programme). (Not applicable where applicant has already completed the full pathway).
- Support Pharmacist and Pharmacy Technician placements in conjunction with the RUH, Community Pharmacies and other educational facilities.

Supervision and Line Management of Pharmacy Technicians - Support the Senior Clinical Pharmacist in:

- Ensure there is appropriate clinical supervision in place for Pharmacy Technicians which directly report to the postholder.
- Ensure all Pharmacy Technicians are engaged with the Probation and Appraisal Process.
- Support Pharmacy Technicians through their training and education.
- Follow professional and organisational policies/procedures relating to performance management.
- Manage and coordinate Annual Leave requests with the rest of the Pharmacy team (Senior Pharmacist responsibility).

Collaborative Working Relationships

- Recognise the roles of other colleagues within the Practice/s and their role in relation to patient care.
- Demonstrate 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. ICBs).
- 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, PCN and locality.
- Foster and maintain strong links with all services across locality.
- Explore the potential for collaborative working and take opportunities to initiate and sustain such relationships.
- Demonstrate ability to integrate general practice with community and hospital pharmacy teams.
- Liaise with ICB colleagues including ICB Pharmacists on prescribing related matters to ensure consistency of patient care and benefit.
- Liaise 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 ICB pharmacists, pharmacy technicians, optometrists, dentists, health and social care teams and dieticians
 - Community nurses and other allied health professionals
 - Community and Hospital Pharmacy teams
 - Hospital staff with responsibilities for prescribing and medicines optimization.

Person Specification

Knowledge, Skills and Experience Required

NB: it is anticipated that the level of qualification held may vary according to the level of position and the components of the role being carried out.

- Experience/awareness of the breadth of common acute and long-term conditions that are likely to be seen in a general medical practice.
- Minimum of 2 years post graduate experience in pharmacy, as demonstrated within a practice portfolio desirable
- Hold, or be working towards, an independent prescribing qualification, or be willing to work towards a qualification.
- Able to plan, manage, monitor, advise and review general pharmaceutical care programmes for

patients across core areas, including disease states/long term conditions.

- Accountable for delivering professional expertise and direct service provision
- Use skills in a range of routine situations requiring analysis or comparison of a range of options.
- Recognise priorities when problem solving and identifies deviations from normal pattern and is able to refer to seniors or GPs when appropriate.
- Able to follow legal, ethical, professional and organisational policies/procedures and codes of conduct.
- Involve patients in decisions about prescribed medicines and supporting adherence as per NICE guidelines.

Education Training and Development

- Understand and demonstrate the characteristics of a role model to members in the team and/or service.
- Demonstrate understanding of the mentorship process.
- Demonstrate ability to conduct teaching and assessment effectively according to a learning plan with supervision from more experienced colleagues.
- Demonstrate self-development through continuous professional development activity.
- Participate in the delivery of formal education programmes within the practice; inspiring others to be positive in their support of continuous improvement.
- Demonstrate an understanding of current educational policies relevant to working areas of practice and keep up to date with relevant clinical practice.

Personal Specification Clinical Pharmacist

Criteria	Description	Essential	Desirable	Method of Assessment
Professional Registration	- Registration with General Pharmaceutical Council (GPhC) - Membership of the Royal College of Pharmacy	E	D	A
Qualifications	- Master's degree in pharmacy (MPharm) (or equivalent) - Specialist knowledge acquired through post-graduate diploma level or equivalent training/experience - Independent prescriber or working towards/intent of gaining an independent prescribing qualification - Completed a Primary Care Pharmacy Education pathway qualification e.g CPPE	E E E	D	C C C
Skills, Knowledge & experience	- Minimum of 2 years post-qualification experience - In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare. - An appreciation of the nature of GPs and general practices - An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing - Excellent interpersonal, influencing and negotiating skills - Excellent written and verbal communication skills - Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients) - Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long-term conditions. - Good IT skills	E F E E E E E E	D	A I I I I I A I I

Minerva PCN Clinical Pharmacist

Skills, knowledge and experience cont.	• Able to obtain and analyse complex technical information	E		I
	• Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate	E		I
	• Able to work under pressure and to meet deadlines	E		I
	• Produce timely and informative reports	E		I
	• 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		I
	• Work effectively	E		I
	• independently and as a team member	E		I
	• Demonstrates accountability for delivering professional expertise and direct service provision	E		I
Other	• Self-Motivation	E	D	I
	• Adaptable	E		I
	• Full Driving Licence	E		A
	• In date CRB	E		A
	• Safeguarding adult and children level 3	E		C
	• Immunisation status	E		C
	• Basic life support	E		C
Assessment will take place with reference to the following information				
A = Application form I = Interview P = Presentation			T = Test	C = Certificate

General Information

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 carer's, practice/PCN staff and other healthcare workers. They may also have access to information relating to the practice/PCN 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/PCN may only be divulged to authorised persons in accordance with practice/PCN 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 and PCN Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice and PCN 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 to the Practice Manager
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990)

Respect for Patient Confidentiality

The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

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

Special Working Conditions

- The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies.
- The post-holder will have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice.

Personal/Professional Development

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

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for 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 PCN, 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 recognize the importance of effective communication within the team and will strive to:

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

Safeguarding

The practice and PCN are committed to safeguarding and promoting the welfare of children, adults and young people. All staff will receive training on Child & Adult Protection; Safeguarding Children & Adult Policies and Procedures as part of their Induction and annual updates. This training will equip the post holder with the knowledge of what to do if they have concerns about the welfare of a child or adult.

Contribution to the Implementation of Services

The post-holder will:

- Apply Service 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.
- Do all of the necessary statutory and mandatory training to keep up to date with Information Governance, IT, & Resuscitation and other relevant skills and competencies.
- Have a flexible approach, be a team player and possess a good sense of humour. All team members are expected to assist others wherever possible and within their capabilities, to ensure the smooth running of the service.