

## Clinical Pharmacist Job Description

**Reports to:** Practice Prescribing Leads

### Job Summary

The post holder will be an experienced pharmacist, who will act within their professional boundaries, supporting and working with the practices to ensure safe, effective and quality medicines management and quality care to patients.

The post holder will take responsibility for prescribing and clinical target areas including chronic disease and undertake clinical medication reviews to proactively manage patients including those with complex polypharmacy,

The Clinical Pharmacist will work as part of a pharmacy and multi-disciplinary team. Part of the role will be patient facing

The Clinical Pharmacist 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 practices including care homes.

The Clinical Pharmacist will provide clinical leadership on medicines management and optimisation, quality improvement and meeting guidelines and targets set by the local and direct enhanced services and the quality outcome framework.

### AIMS

- Support GPs with medicine management to reduce their workload
- Monitor and improve safety and quality of prescribed medicines
- Provide quality support to the patients of the New Road Surgery team for medicine management

The Clinical Pharmacist will:

- Manage medication and prescription queries
- Undertake medication reviews to include proactively managing patients with complex polypharmacy
- Undertake structured medication reviews both remotely and patient facing in the GP practices or domiciliary visits and care home visits
- Manage the medication reviews and safe and effective prescribing in care homes
- Manage discharge summaries from hospitals and community services
- Issue repeat prescriptions and manage the repeat prescription process
- Ensure controlled drug management policies are adhered to
- Provide both patient facing and telephone support to patients with queries and concerns regarding their medication
- Work across different technology platforms to receive and respond to patient queries by for example, phone, video, email, text, online consultations
- Work with community pharmacists in regards to patient and medication queries
- Support the practices in chronic disease management
- Be actively involved in the management of patients with long term conditions
- Manage common and minor ailments whilst working within the limits of their capability
- Implement changes required regarding MHRA Alerts and local and national guidance
- Understand local and national targets and work within prescribing budgets
- Providing advice and recommendations on shared care, NICE guidance and RAG lists
- Use various IT systems for both patient record management and other – EMIS, Docman, AccuRX, Eclipse and GP TeamNet
- Proactively complete audits to identify risks and implement changes to reduce risks and promote safe practice and quality care
- Be proactive in service development locally and in line with national campaigns
- Cascading learning and training to the practices as required
- Ensure the Practices are compliant with CQC standards regarding medicines management and prescribing
- Support the Practices in creating effective and safe medicines management and prescribing policies and protocols
- Support the practice for a CQC inspection

## **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. ICBs)
- Demonstrates ability to work as a member of a team
- Is 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 and hospital pharmacy teams

- Liaises with ICB colleagues including ICB Pharmacists on prescribing related matters to ensure consistency of patient care and benefit
- Liaises with ICB pharmacists and Heads of Medicines Management/ Optimisation to benefit from peer support
- Liaises with other stakeholders as needed for the collective benefit of patients including but not limited to:
  - Patients
  - GPs, nurses and other practice staff
  - Other pharmacists within the Grand Union PCN
  - 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

### **Knowledge, Skills and Experience Required**

- Completion of an undergraduate degree in pharmacy and registration with the General Pharmaceutical Council
- Ideally 2 years' experience or more as a pharmacist, demonstrated within a practice portfolio
- Independent prescribing qualification. Recognises priorities when problem-solving and identifies deviations from normal pattern and is able to refer to seniors or GPs when appropriate
- Qualified or enrolled in CPPE Clinical Pharmacists in General Practice Training Pathway accredited training pathway that equips the pharmacist to be able to prescribe safely in a primary care setting.
- Have experience and an awareness of common acute and long-term conditions that are likely to be seen in general practice
- Able to follow legal, ethical, professional and organisational policies/procedures and codes of conduct
- Involves patients in decisions about prescribed medicines and supporting adherence as per NICE guidelines.

### **Leadership:**

- Demonstrate understanding of the pharmacy role in governance and is able to implement this appropriately within the workplace
- Demonstrate understanding of, and contributes to, the workplace vision
- Engages with Patient Participation Groups (PPGs) and involves PPGs in development of the role and practices
- Demonstrate ability to improve quality within limitations of service
- Reviews yearly progress and develops clear plans to achieve results within priorities set by others.
- Demonstrate ability to motivate self to achieve goals
- Promotes diversity and equality in people management techniques and leads by example

**Management:**

- Demonstrate understanding of the implications of national priorities for the team and/or service
- Demonstrate understanding of the process for effective resource utilisation
- Demonstrate understanding of, and conforms to, relevant standards of practice
- Demonstrates ability to identify and resolve risk management issues according to policy/protocol
- Follows professional and organisational policies/procedures relating to performance management
- Demonstrate ability to extend boundaries of service delivery within the team

**Education, Training and Development:**

- Understands and demonstrates the characteristics of a role model to members in the team and/or service
- Demonstrates understanding of the mentorship process
- Demonstrates ability to conduct teaching and assessment effectively according to a learning plan with supervision from more experience colleague
- Demonstrates self-development through continuous professional development activity; working alongside senior clinical pharmacist to identifying areas to develop participates in the delivery of formal education programmes
- Demonstrates an understanding of current educational policies relevant to working areas of practice and keeps up to date with relevant clinical practice
- Ensures appropriate clinical supervision is in place to support development
- Enrolled into review and appraisal systems

**Research and Evaluation:**

- Demonstrates ability to critically evaluate and review literature
- Demonstrates ability to identify where there is a gap in the evidence base to support the Grand Unions PCN
- Demonstrates ability to generate evidence suitable for presentations at practice and local level
- Demonstrates ability to apply research evidence base into working place
- Demonstrates understanding of principles of research governance

**Health and Safety/Risk Management**

- The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990)

**Equality and Diversity**

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc

## **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

## **Special Working Conditions**

- The post-holder is required to travel independently between practice sites, and may need to visit patients/care homes, and to attend meetings etc. hosted by other agencies.
- The post-holder may have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice.

*This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description is open to review and change, to take in to account current legislation, government initiatives and the changing needs of the Grand Union PCN.*

*The job description is intended as a guide to the responsibilities of the Clinical Pharmacist but is not exhaustive. The Clinical Pharmacist should be prepared to take on other tasks, as appropriate and within their competency to align with the needs of the practice.*

# Clinical Pharmacist Person Specification

Criteria	Description	Essential	Desirable
Professional Registration	GPhC registered pharmacist	E	
	Membership of the Royal Pharmaceutical Society		D
	A member of or working towards Faculty membership of the Royal Pharmaceutical Society		D
Qualifications	Masters degree in pharmacy (MPharm) (or equivalent)	E	
	Specialist knowledge acquired through postgraduate diploma level or equivalent training/experience		D
	Independent prescriber	E	
	CPPE Clinical Pharmacists in General Practice Training Pathway	E	
Skills knowledge and experience	Minimum of 2 years post-qualification experience.	E	
	In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare.	E	D
	An appreciation of the nature of GPs 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	
	Excellent consultation skills	E	
	Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients)	E	D
	Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions.	E	
	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 is able to refer to seniors or GPs when appropriate	E	
	Able to work under pressure and to meet deadlines	E	
	Produce timely and informative reports	E	D

	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	<b>E</b>	
	Work effectively independently and as a team member	<b>E</b>	
	Demonstrates accountability for delivering professional expertise and direct service provision	<b>E</b>	
<b>Other</b>	Self-Motivation	<b>E</b>	
	Adaptable	<b>E</b>	
	Full Driving Licence	<b>E</b>	
	In date CRB	<b>E</b>	
	Safeguarding adult and children level three	<b>E</b>	
	Information Governance toolkit completion		<b>D</b>
	Immunisation status	<b>E</b>	
	Basic life support training	<b>E</b>	
	Anaphylaxis training – for flu vaccinations		<b>D</b>