

# 1. JOB DESCRIPTION

# Job Title: Clinical Pharmacist

Location: Claypit Street Medical Practice, Whitchurch

Hours: Part Time - negotiable

Responsible To: GP Lead – Claypit Street Medical Practice

**2. JOB SUMMARY**

We are looking for a pharmacist, who acts within their professional boundaries, to support and work alongside our Practice team. You will be supported by the GP Lead who will develop, manage and mentor you.

Working as part of a multi-disciplinary team in a patient-facing role, you will take responsibility for areas of chronic disease management within the practice and undertake clinical medication reviews to proactively manage patients with complex polypharmacy.

Providing primary support to general practice staff with regards to prescription and medication queries, you 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.

You will provide clinical leadership on medicines optimisation and quality improvement and manage some aspects of the quality and outcomes framework and enhanced services.

You 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. This role is pivotal to improving the quality of care and operational efficiencies so requires motivation and passion to deliver excellent service within general practice.

You will be supported to develop your role to become a nonmedical prescriber.

**3. KEY TASKS AND RESPONSIBILITIES**

**Responsibilities.**

1. See (where appropriate) patients with single or multiple medical problems where medicine optimisation is required (e.g. COPD, asthma). 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 (i.e. medicines optimisation). Make appropriate recommendations to Senior Pharmacists or GPs for medicine improvement.
2. Undertake clinical medication reviews with patients and produce recommendations for senior clinical pharmacist, nurses and/or GP on prescribing and monitoring.
3. Undertake clinical medication reviews with patients and produce recommendations for the senior clinical pharmacist, nurses or GPs on prescribing and monitoring. Work with care home staff to improve safety of medicines ordering and administration.
4. Undertake clinical medication reviews with patients and produce recommendations for the senior clinical pharmacists, nurses and GPs on prescribing and monitoring. Attend and refer patients to multidisciplinary case conferences.
5. Manage a caseload of patients with common/minor/self-limiting ailments while working within a scope of practice and limits of competence. Signpost to community pharmacy and refer to GPs or other healthcare professionals where appropriate.
6. Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice.
7. Provide a telephone help line for patients with questions, queries and concerns about their medicines.
8. Answer relevant medicine-related enquiries from GPs, other practice staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines. Suggest and recommend solutions. Provide follow up for patients to monitor the effect of any changes.
9. 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.
10. 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).
11. 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 results, common/minor ailments, acute conditions, long term condition reviews etc.
12. 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. Ensure patients have appropriate monitoring tests in place when required.
13. Identify 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.
14. 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).
15. Analyse, interpret and present medicines data to highlight issues and risks to support decision making
16. Undertake clinical audits of prescribing in areas directed by the GPs, feedback the results and implement changes in conjunction with the practice team.
17. Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.
18. 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 seeing 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.
19. Provide education and training to primary healthcare team on therapeutics and medicines optimisation.
20. Work with the general practice team to ensure the practice is compliant with CQC standards where medicines are involved.
21. Support public health campaigns, providing specialist knowledge on all public health programmes available to the general public.

The following details are generic to all Shropdoc employees:

**4. PROBATIONARY PERIOD**

This post is subject to the requirements of a six month probationary period for new staff only.

**5. STANDARDS OF BUSINESS CONDUCT**

The post holder will be required to comply with Shropdoc Policies and Procedures and, at all times, deal honestly with Shropdoc, with colleagues and all those who have dealings with Shropdoc including patients, relatives and suppliers.

All Shropdoc staff may be involved directly or indirectly with people who are receiving a health service. Therefore, Shropdoc is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

**6. PROFESSIONAL REGISTRATION**

1. If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for Nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body’s code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
2. You are required to advise Shropdoc if your professional body in any way limits or changes the terms of your registration.
3. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.
4. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with Shropdoc, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

**7. CONFIDENTIALITY and INFORMATION GOVERNANCE**

All staff may have access to confidential information about patients, staff or any Shropdoc or Health Service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under statutory legislation (Data Protection Act) and Shropdoc’s Disciplinary Procedure.

All staff must act within legislation, policies and procedures relating to information governance

**8. DATA PROTECTION AND THE DATA PROTECTION ACT 1998**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients’ health records are expected to be familiar with, and adhere to, Shropdoc’s Records Management Procedure. Staff should be aware that patients’ records throughout Shropdoc will be subject to regular audit.

**9. HEALTH AND SAFETY**

 All staff must act within legislation, policies and procedures relating to Health and Safety

 All staff must attend statutory/mandatory training as instructed

All staff must be familiar with Shropdoc’s Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own and the health and safety of others.

**10. RISK MANAGEMENT**

All Shropdoc employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations. Staff are responsible for reporting incidents, handling patient feedback and complaints appropriately, being aware of the risk management strategy and emergency procedures, and attendance at any relevant training as required.

The post holder will ensure compliance with Shropdoc’s risk management policies and procedures. These describe Shropdoc’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**11. INFECTION CONTROL**

All staff are required to be familiar with Shropdoc's infection control policies and procedures and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**12. SAFEGUARDING**

Shropdoc is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities and to raise any concerns as appropriate. An overview of Safeguarding is covered during induction and staff will be required to attend additional training regarding Safeguarding relevant to their position and role.

**13. EQUALITY, DIVERSITY AND HUMAN RIGHTS**

The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, criminal background and Trade Union status. Shropdoc has a policy on Equality and Diversity and it is the responsibility of all staff to ensure that it is implemented and contribute to its success.

**14. HARASSMENT AND BULLYING**

Shropdoc condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff are requested to report any form of harassment and bullying to their line manager or to the Personnel Manager or any other Manager within Shropdoc.

**15. QUALITY**

It is the responsibility of all staff to adhere to company procedures as defined in the Quality Manual, ensuring high quality in patient care at all times. Shropdoc conducts its patient care and related services:

* Through a commitment to good patient care and to the quality of its clinical practices
* By ensuring that all patient care and related services are conducted according to established protocols and specified requirements;
* By requiring all personnel to be familiar with and trained in the quality policy, the quality management system and related documentation, practices and administration
* Through commitment to provide patients, Member GPs and associated LHBs and PCTs at all times with a service that confirms to Shropdocs quality management system.

**16. TRAINING**

 All staff must attend statutory /mandatory training as instructed.

**17. NO SMOKING POLICY**

There is a smoke free policy in operation in Shropdoc. In accordance with this policy smoking is discouraged and is not permitted anywhere within the buildings or within 15 metres of Shropdoc main buildings.

**18. REVIEW OF THIS JOB DESCRIPTION**

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. The Job Description will be reviewed at least annually in conjunction with the post holder. Any changes will be made in discussion with the post holder according to service needs.

19. **JOB DESCRIPTION AGREEMENT**

 Post Holder’s Name: ……………………………………………………………………………………

 Post Holder’s Signature: ……………………………………………… Date: …………………….

 Line Manager’s Name: …………………………………………………………………………………

 Line Manager’s Signature: ………………………………………….. Date: …………………..

**PERSON SPECIFICATION**

**Clinical Pharmacist – Claypits Medical Practice**

**(Supporting our Policy on Equal Opportunities in Employment)**

Shropshire Doctors Co-Operative has declared its commitment to equality of opportunity in employment and set standards which enhance individual rights protected at law. These are set out in the written Policy document which is freely available to applicants for employment and to existing staff.

**The under mentioned are the job-related requirements for this post**

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| **Requirement** | **Essential** | **Desirable** | **Evidenced by** |
| **Education and qualifications** | Mandatory registration withGeneral PharmaceuticalCouncilMasters degree in pharmacy (MPharm) (or equivalent)Safeguarding adult and children level twoBasic life support training | Member of the RoyalPharmaceutical SocietyA member of or workingtowards Faculty membershipof the Royal PharmaceuticalSocietySpecialist knowledge acquired through postgraduate diploma level or equivalent training/experience Independent prescriber or working towards/intent of gaining independent prescribing qualificationSafeguarding adult and children level threeFull driving licenceInformation governance toolkit completion | Application Form / assessmentandInterview |
| **Experience** | Minimum of 2 years post-qualification experience. |  | Application FormandInterview |
| **Skills/Abilities** | Excellent interpersonal,influencing and negotiatingskillsExcellent written and verbalcommunication skillsThe ability to communicate complex and sensitive information in an understandable form to avariety of audiences (e.g.patients)Good IT skillsAble to obtain and analysecomplex technical informationRecognise priorities whenproblem solving and identifydeviations from the normalpattern and able to refer toseniors or GPs whenappropriateAble to workunder pressure and tomeet deadlinesProduce timely and informative reportsDemonstrate accountability fordelivering professional expertise and direct service provision | Able to plan, manage,monitor, advise and review general medicine optimisation issues in core areas for longterm conditionsGain acceptance forrecommendations and influence/motivate/ persuade the audience to comply with the recommendations/agreed course of action where there may be significant barriers | Application FormandInterview |
| **Knowledge** | An appreciation of the natureof GPs and general practicesAn appreciation of the natureof primary care prescribing,concepts of rational prescribingand strategies for improvingprescribing | In depth therapeutic andclinical knowledge andunderstanding of the principlesof evidence-‐based healthcare | Applicationand Interview |
| **Other attributes** | Work effectively and independently and as a team memberSelf-motivatingAdaptable | Positive attitude towards learning and development, demonstrated by a record of continuous professional development  | Applicationand Interview |
| **Other general requirements** | Flexible to service needEnthusiastic and self motivatedAbility to attend work on a regular basis and meet the requirements of the role with any reasonable adjustments which have been notified and arrangements made under the Equality Act |  | Applicationand Interview |