

JOB DESCRIPTION - Primary Care Clinical Pharmacist

Based at Clevedon Medical Centre and Sunnyside Surgery in Clevedon, and at Harbourside Family Practice in Portishead.

REPORTS TO: Julie Davidson, Business Manager, Clevedon Medical Centre

HOURS: 37 per week plus occasional Saturday mornings

Job Summary:

The post holder will work with three local practices to provide clinical pharmacist services. Clevedon Medical Centre will be the host employer. The services delivered and their format will be based on a needs assessment and may vary between practices, but processes will be standardised. In this role, they will be supported by a Senior Clinical Pharmacist who will develop, manage and mentor them.

The role will be working as part of our multi-disciplinary teams, in a patient-facing role. The post holder will take responsibility for specific areas of clinical care within the practices, undertaking clinical medication reviews to proactively manage patients with complex polypharmacy.

Main duties

Practices will not require all duties and there will be a strategic plan agreed for each practice. There is an opportunity to develop the duties around the skills and special interest areas of the post holder.

Medicine information to patients and practice staff:

- Provide telephone consultations for patients with questions and queries about their medications
- Answer medicine-related enquiries from GPs, healthcare professionals and practice staff

Repeat prescribing:

- Review, propose and action any necessary change to the practices repeat prescribing and medication management policies
- Working with Prescribing Clerks, manage the repeat prescribing reauthorisation 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

- Undertake clinical medication reviews as part of regular cycles and opportunistically, including prescribing changes (as an Independent Prescriber) and ordering relevant monitoring tests
- Hold clinics for patients requiring face to face clinical medication reviews i.e. a review of the on-going need for each medicine, compliance checks, a review on monitoring needs and an opportunity to support patients with their medicine taking
- Perform medication reviews by telephone where appropriate

Management of medicines at discharge from hospital:

- Work within existing practice systems to reconcile medicines following discharge from hospital, intermediate care and into care homes; identify and rectify unplanned changes; manage these changes without referral to the GP; perform a clinical medication review; produce a post-discharge medicines care plan including dose titration and booking of follow-up tests, and working with patients and community pharmacists to ensure patients receive the medicines they need post discharge

Chronic Disease Management: (if appropriately qualified)

- Provide support to nurses running chronic disease management clinics to answer prescribing and medicines management / review related queries.
- If time available, see patients in Chronic Disease management clinics and carry out a review of their condition using national Quality and Outcome Framework templates and guidance

Minor Illness: (if appropriately qualified)

- Provide face to face clinics for patients with Minor Illnesses, working within limits of competency, prescribing appropriate medication or referring onto GP where appropriate

CQC

- Work with the practices to ensure they are fully compliant with CQC requirements relating to medication management including identifying and auctioning appropriate patient safety updates etc.

Key working relationships

- Patients
- Senior Pharmacist
- GPs, health care professionals and practice staff
- GP prescribing lead
- Prescribing Clerks
- Community pharmacists and support staff
- CCG Practice based pharmacists
- CCG Senior Commissioning Manager for Medicines Management

Responsibilities underpinning the role

- To plan and organise the post holder's own workload
- To record, in line with Information Governance Policies and Legislation, personally generated information and use the practice clinical system to record any interaction with patients
 - Personally generated information includes records relating to audit, practice procedures and staff training to be stored on the GP practice IT system.
 - The clinical system will be used to maintain up to date, detailed records of all work carried out in the practice that involves a patient
- Maintain registration as a Pharmacist and comply with appropriate professional codes
- 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 relating to respiratory conditions.
- The post holder will abide by the GP practices operational policies and procedures including Health & Safety, Infection Control, Quality Assurance, Safeguarding Adults & Children, Complaints, Consent and Incident Reporting.

Code of conduct

Pharmacists must comply with the Code of Professional Conduct set by the General Pharmaceutical Council.

Professional Indemnity Insurance

Indemnity will be provided by the main employer.

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 and other healthcare workers. They may also have access to information relating to the practices as business organisations. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers may only be divulged to authorised persons in accordance with the GP 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 GP Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to the GP 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 to the GP Practice Manager

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 the GP Practice 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.

Safeguarding

- The GP Practices are committed to safeguarding and promoting the welfare of children, adults and young people. We expect all staff to be trained in adult and child safeguarding. 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

Personal/Professional Development:

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

- Participation in individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Statutory and Mandatory training
- 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 GP Practices, 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
- Recognise people's needs for alternative methods of communication and respond accordingly
- Communicate with other NHS Bodies

Pharmacist Person Specification

Criteria	Description	Essential	Desirable	Method of assessment
Professional Registration	<ul style="list-style-type: none"> Registration with GPhC Membership of Royal Pharmaceutical Society A member of or working towards Faculty membership of the Royal Pharmaceutical Society 	E	D D	A A A
Qualifications	<ul style="list-style-type: none"> Masters degree in pharmacy Clinical diploma [or equivalent] Independent prescriber 	E E	D	A C A
Skills, Knowledge and Experience	<ul style="list-style-type: none"> Minimum of 2 years post qualification experience In depth therapeutic and clinical knowledge and understanding of the principles of evidence based healthcare An understanding of the core activities of GPs and general practices 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 Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions. Good IT skills Able to obtain and analyse 	E E E E E E		A I I I I I

	<p>complex technical information</p> <ul style="list-style-type: none"> • Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to the GP when appropriate • Able to work under pressure and to meet deadlines • Produce timely and informative reports • 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 • Work effectively independently and as a team member • Demonstrates accountability for delivering professional expertise and direct service provision 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Other	<ul style="list-style-type: none"> • Self motivation • Adaptable • Full driving licence • Excellent time management 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>		<p>I</p> <p>I</p> <p>A</p>

A Application Form

I Interview

C Certificate