

**Pontllanfraith Health Centre  
GP Practice**

**Advanced Clinical Pharmacist  
Job Description & Person Specification**

|                       |                                                                  |
|-----------------------|------------------------------------------------------------------|
| <b>Job Title</b>      | Advanced Clinical Pharmacist                                     |
| <b>Line Manager</b>   | Practice Manager                                                 |
| <b>Accountable to</b> | The Partners – Clinically<br>Practice Manager – Administratively |
| <b>Hours per week</b> | Part-Time & Full-Time will be considered                         |

**Job Summary**

To be responsible for implementing an effective medicine management system within the practice, including cost-effective prescribing, working as an independent prescriber, providing advice and support for both patients and colleagues. In addition, the post-holder will also support the multi-disciplinary team, in line with the strategic objectives of the practice.

**Generic Responsibilities**

All staff at the practice have a duty to conform to the following:

**Equality, Diversity & Inclusion**

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

## **Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

## **Confidentiality**

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

## **Quality & Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

## **Induction Training**

On arrival at the practice all personnel are to complete a practice induction programme;

## **Learning and Development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

## **Collaborative Working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

## **Service Delivery**

All staff at the practice must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

## **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

## **Professional Conduct**

All staff at the practice are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

## **Annual Leave**

All staff are entitled to take annual leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of 5 weeks (pro-rata) annual leave each year, and should be encouraged to take all of their leave entitlement.

## **Primary Responsibilities**

The following are the core responsibilities of the advanced clinical pharmacist. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. Practice as an independent prescriber working within scope of practice
- b. Carry out face-to-face and telephone consultations with patients with minor illnesses
- c. To provide medication review services with patients in the practice and during domiciliary visits to the local nursing home
- d. To provide advice and support for patients with self-limiting conditions
- e. Encourage cost-effective prescribing within the practice
- f. Review all safety alerts ensuring the required actions are taken
- g. To reconcile medicines following patients discharge from hospital or clinic appointments
- h. Review medications for newly registered patients
- i. Implement and embed a robust repeat prescribing system
- j. To provide subject matter expertise on medication monitoring, implementing and embedding a system
- k. Carry out targeted medication reviews for high-risk patients
- l. To reauthorise medication for repeat prescribing within scope of practice
- m. Identify patients suitable for repeat prescribing, liaising with the relevant clinicians as required

- n. Review and implement safe prescribing systems for vulnerable patients, improving compliance
- o. Support clinicians with the management of patients suffering from drug and alcohol dependencies
- p. Actively signpost patients to the correct healthcare professional
- q. Contribute to practice targets (QAIF etc.), complying with local and regional guidance
- r. Administer influenza and travel vaccines

### **Secondary Responsibilities**

In addition to the primary responsibilities, the advanced clinical pharmacist may be requested to:

- a. Partake in audit as directed by the audit lead
- b. Provide education on medicines for the clinical team
- c. Review the latest guidance ensuring the practice conforms to NICE etc.
- d. Act as the practice point of contact for all medicines related matters, establishing positive working relationships
- e. Produce pharmacy / prescribing newsletters or bulletins on a quarterly basis
- f. To line manage the dispensary staff in accordance with current practice policy

The person specification for this role is detailed overleaf.

| <b>Person Specification – Advanced Clinical Pharmacist</b>            |                  |                  |
|-----------------------------------------------------------------------|------------------|------------------|
| <b>Qualifications</b>                                                 | <b>Essential</b> | <b>Desirable</b> |
| GPhC Registered Pharmacist                                            | ✓                |                  |
| GPhC Independent Prescriber Qualification                             | ✓                |                  |
| Minor Ailments certification                                          | ✓                |                  |
| Medicines Management Qualification                                    | ✓                |                  |
| MUR and repeat dispensing certification                               |                  | ✓                |
| <b>Experience</b>                                                     | <b>Essential</b> | <b>Desirable</b> |
| Minimum of two years working as a pharmacist                          | ✓                |                  |
| Experience in managing pharmacy services in primary care              | ✓                |                  |
| Broad knowledge of General Practice                                   |                  | ✓                |
| <b>Skills</b>                                                         | <b>Essential</b> | <b>Desirable</b> |
| Excellent communication skills (written and oral)                     | ✓                |                  |
| Strong IT skills                                                      | ✓                |                  |
| Clear, polite telephone manner                                        | ✓                |                  |
| Competent in the use of Office and Outlook                            | ✓                |                  |
| VISION user skills                                                    | ✓                |                  |
| Ability to promote best practice regarding all pharmaceutical matters | ✓                |                  |
| Effective time management (Planning & Organising)                     | ✓                |                  |
| Ability to work as a team member and autonomously                     | ✓                |                  |
| Good interpersonal skills                                             | ✓                |                  |
| Problem solving & analytical skills                                   | ✓                |                  |
| Ability to follow policy and procedure                                | ✓                |                  |
| <b>Personal Qualities</b>                                             | <b>Essential</b> | <b>Desirable</b> |
| Polite and confident                                                  | ✓                |                  |
| Flexible and cooperative                                              | ✓                |                  |
| Motivated                                                             | ✓                |                  |
| Forward thinker                                                       | ✓                |                  |
| High levels of integrity and loyalty                                  | ✓                |                  |
| Sensitive and empathetic in distressing situations                    | ✓                |                  |
| Ability to work under pressure                                        | ✓                |                  |
| <b>Other requirements</b>                                             | <b>Essential</b> | <b>Desirable</b> |
| Flexibility to work outside of core office hours                      | ✓                |                  |
| Disclosure Barring Service (DBS) check                                | ✓                |                  |
| Evidence of continuing professional development                       | ✓                |                  |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

Updated 21/01/2022