



Clinical Pharmacist Job description & Person Specification

Job Title	Practice Based Clinical Pharmacist
Accountable to	GP Prescribing Lead/Practice Manager
Professionally accountable to	Partners

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 Old Station Surgery 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; this is managed by the Deputy Practice Manager.

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

Staff at Old Station Surgery 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 always remain vigilant 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

At Old Station Surgery, staff 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.

Primary Responsibilities

The following are the core responsibilities of the 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:

For independent prescribers:

- ❖ To work as an independent prescriber* working within scope of practice
 - ❖ As a registered independent non- medical prescriber* to prescribe medicines for patients working within the LHB Policy for non-medical Prescribing and Medicines management Directorate's local guidelines / procedures.
 - ❖ To ensure prescribing activities comply with legal requirements and GPhCs guidance for non-medical prescribers.
 - ❖ To monitor own prescribing activities and participate in the evaluation of this service development
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- Carry out targeted medication reviews for high-risk patients
 - To reauthorise medication for repeat prescribing within scope of practice
 - Identify patients suitable for repeat prescribing and batch prescribing, liaising with the relevant clinicians as required
 - Review and implement safe prescribing systems for vulnerable patients, improving compliance
 - Actively signpost patients to the correct healthcare professional
 - Assist with national targets.
 - Responsible for developing and managing systematic medication and polypharmacy reviews, which will take into account social and practical issues for the patient as well as clinical elements.
 - To provide medicines optimisation in chronic disease management e.g. heart failure, chronic pain management, AF, respiratory etc.
 - To develop pharmaceutical care plans for individual patients as appropriate e.g. targeting those with frequent admissions/exacerbations/frail elderly etc.
 - To undertake medicines reconciliation following admission or discharge and patient moving into/out of care homes and those newly registered with the practice, following up medication related issues with the patient or other professionals
 - Review and action appropriate recommendations from Medicines Use Reviews/Discharge Medication reviews identified by community pharmacists.

- To work autonomously in a variety of settings including practice based clinics, care homes and patients' own homes as appropriate to meet the needs of the patient
- To develop triage systems to support treatment of minor ailments
- To support public health and health promotion activities, including smoking cessation, administration of flu vaccinations and antibiotic campaigns
- To act as the liaison with Community Pharmacy and Secondary Care Pharmacists to resolve relevant medication issues
- To resolve and action medication queries from practice staff and patients relating to prescription requests or problems identified through the repeat prescribing service.
- To have direct patient contact which may include dealing with occasionally distressing or emotional circumstances, including contact and terminally ill patients and their relatives or carers.
- To be accountable for own professional actions, in line with local, & national guidelines and medicines legislation
- To resolve and action medication queries from practice staff and patients relating to prescription requests or problems identified through the repeat prescribing service.

*If the candidate is not an independent prescriber at the point of employment, there would be an expectation that, with the support of the practice that the clinician could work towards becoming an independent prescriber.

Improving Medicines Management and Safety

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

- Responsibility for leading and delivering a specialised pharmacy service
- To review clinical correspondence from secondary care to ensure recommendations to initiate new medicines adhere to the formulary and local guidance and take necessary action where appropriate.
- To deal with highly complex drug or medication related information including challenging prescribing behaviour not in line with health board or national recommendations.
- To review existing and develop new repeat prescribing policies including employing mechanisms to reduce medicines waste
- To lead, develop and undertake clinical audit relating to medicines
- To ensure appropriate management of controlled drugs within the practice and to advise the team on the safe and secure handling of controlled drugs and other medicines, ensuring compliance with medicines legislation
- To lead on yellow card reporting by GP practices
- To undertake medicines re-authorisations as part of the repeat prescribing system
- To ensure safe, evidence based and cost-effective prescribing in accordance with national and locally agreed standards and priorities, e.g. implementation of NICE guidelines, All Wales Medicines Strategy Group recommendations and Safety Agency alerts and warnings.
- To target review of medicines known to cause a high number of adverse drug events and admissions e.g. hypnotics, anticoagulants, NSAIDs
- To develop and implement policies to improve GP practice medicines management services e.g. establish clear recall systems to meet monitoring requirements for drugs
- To investigate medicines related incidents to learn and improve practice within a culture of continuous improvement

- To contribute to delivery of GMS Quality and Outcomes Framework
- To contribute to/manage relevant enhanced services e.g. shared care drugs, anticoagulation
- To make recommendations on prescribing choices, budget expenditure and risk management where appropriate, without detriment to patient care

Education and Communication

- To provide professional and expert advice to GPs, nurses, practice staff and patients on all aspects of drug treatment (doses, monitoring, interactions, side effects etc)
- To develop and provide expert clinical advice to clinical meetings including educational sessions for the practice staff
- To explore and implement ways to effectively educate and involve patients regarding their medicines
- To co-ordinate and develop appropriate and educational material including producing patient information leaflets and posters and run medicine awareness projects
- To convey complex therapeutic and clinical information to GPs, practice staff, care providers, community pharmacists, unqualified healthcare workers and patients in a suitable manner and format

Partnership Working

- To develop excellent professional links with relevant health and social care colleagues including community pharmacists, community resource and domiciliary care teams, care homes, carers, acute care colleagues etc.
- To network with other practice based pharmacists to share best practise
- To work closely with health board medicines management teams to ensure awareness of local and national priorities and initiatives
- To contribute to the delivery of Neighbourhood Care Network (NCN) and practice delivery plans

The person specification for this role is detailed overleaf.

Person Specification – Clinical Pharmacist		
Qualifications	Essential	Desirable
Masters Degree in Pharmacy (MPharm) or equivalent	✓	
Registered with GPhC	✓	
Specialist knowledge through a Postgraduate Diploma and qualifications (e.g. clinical, community ,therapeutics) or equivalent	✓	
Evidence of recent and relevant Continuing Professional Development	✓	
Independent prescriber status		✓
Experience	Essential	Desirable
Relevant post registration experience	✓	
Medication review and patient counselling	✓	
Experience primary care role working with GP practices		✓
Experience of working with clinicians and multidisciplinary/multiagency work	✓	
Experience of facilitating change to improve clinical practice	✓	
Experience of delivering training sessions to varied groups	✓	
Experience in running clinics		✓
Experience in undertaking clinical audit	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS 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	✓	
Knowledge		
Knowledge of the interface between health and social care Understanding		✓
Understanding and appreciation of National & Local policies which impinge on primary care prescribing	✓	
Understanding of the current issues facing primary care teams e.g. GMS Contract, pharmacy contract	✓	
Working knowledge of prescribing software (CASPA) and GP in-practice clinical systems	✓	
Understanding principles of clinical governance and how these apply to the broader agenda	✓	
An understanding of prescribing budgets and financial information		✓
Personal Qualities	Essential	Desirable
Professional approach to work demonstrating excellent interactive patient skills. Guided by professional code, accountable and responsible for own professional actions.	✓	
High degree of self-motivation and ability to work on own initiative independently and in a multiprofessional/ managerial team	✓	

Ability to empower and motivate others	✓	
Builds credibility (personal and organisational) and rapport quickly	✓	
Ability to speak Welsh		✓
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	
Able to communicate effectively and engage with individuals from other agencies, including patients and the public	✓	
Other requirements	Essential	Desirable
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.