

Practice Pharmacist Job Description

Post title: GP Practice Pharmacist

Working hours: Part Time (negotiable)

Reports to: GP Partners

Job Summary

The Practice Pharmacist is an integral part of the clinical team, using and sharing pharmacy expertise to support the GPs and the whole practice in effective medicines management and optimal patient care.

The post holder will provide appropriate Pharmacist services to the practice population and will deliver care within the boundaries of their role, focusing upon annual medication reviews, supporting patients to be healthy, monitoring of long-term conditions and health prevention. The post-holder will have overall management responsibility for the Pharmacy team. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing the Pharmacy team with leadership as required.

Job Responsibilities

- Provide expertise in clinical medicines reviews and address public health and social needs of patients in GP practices
- Reduce inappropriate poly-pharmacy and wasteful prescribing through clinical medication review
- To discuss medication issues with patients as needed and appropriate e.g. adverse effects/interactions, overdose/inadvertent ingestion, OTC remedies, queries from dispensary, queries from care homes.
- To review and continue repeat medications for new patients who have just registered with the practice and suggest GP medication review where appropriate.
- Reconcile medicines following hospital discharge and work with patients and community pharmacists to ensure patients receive the medicines they need post discharge.
- Contribute to reductions in medicine related hospital admissions and readmissions by supporting patients to get the best outcomes from their medicines and identifying and addressing medicines related issue.
- To respond to community pharmacy queries to include, re-authorise repeats where there are queries, clarify doses, clarify products, give appropriate alternatives when availability issues.
- Manage patients and health care professionals medicine queries.
- Increase quality and safety of prescribing through mechanisms such as audit and PDSA cycles
- Manage practice formularies to improve the quality, safety and cost effectiveness of prescribing
- Implement drug withdrawals and alerts e.g. MHRA aimed at improving medicines safety



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- Overall management of the Pharmacy team providing support, guidance and training. Additionally, provide regular one to one supervisions etc.
- Work with primary care professional and patients to implement NICE and other evidence based guidelines
- Run clinics where medicines are the main interventions e.g. anticoagulant monitoring clinics.
- Contribute to multimorbidity reviews and multidisciplinary reviews
- Provide medicines information and training to Practice healthcare professionals and admin staff
- Review daily Pathology results for patients on known medicines
- Act as a source of medicines information for all of the practice team and patients (e.g. around doses, side effects, adverse events, possible alternatives e.g. around out of stocks)
- To monitor and inform colleagues as relevant about ongoing prescribing issues, e.g. new guidelines (national and local), new products being asked for by secondary care, manufacturing and supply problems, new prescribing restrictions or contraindications, and individual and systematic errors made by colleagues.
- To advise on cost effective prescribing and prescribing budget issues.
- To identify patients in need of medication review and develop the system of patient invitation with the admin team.
- To liaise with dispensary, admin and clinical staff in discussing, developing, and implementing medicines management systems in the practice.
- To work with the GPs (especially the prescribing lead) to review, develop and implement prescribing policies and strategies for the whole practice.
- To suggest and design audits in relation to prescribing targets, implementation of policies and the Quality Assurance and Improvement Framework (QAIF)
- To work with the GPs and Practice Manager on choosing and delivering targets for the Medicine Management Incentive scheme
- To monitor the practice's prescribing performance

Professionalism

- Demonstrates general pharmaceutical skills and knowledge in core areas
- Is able to plan, manage, monitor, advise and review general pharmaceutical care programmes for patients in core areas, including disease states / long term conditions identified by local Pharmaceutical Needs Assessment
- Demonstrates accountability for delivering professional expertise and direct service provision as an individual
- Demonstrates ability to use skills in a range of routine situations requiring analysis or comparison of a range of options
- Recognises priorities when problem-solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate
- Is able to follow legal, ethical, professional and organisational policies/procedures and codes of conduct



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- Involves patients in decisions about prescribed medicines and supporting adherence as per NICE guidance
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events utilising a structured framework (eg root-cause analysis)

Collaborative Working Relationships

- Recognises the roles of other colleagues within the organisation and their role to patient care
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- 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)
- 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
- Liaises with CCG colleagues including CCG Pharmacists on prescribing related matters to ensure consistency of patient care and benefit
- Liaises with CCG pharmacists and Heads of Medicines Management/ Optimisation to benefit from peer support
- Liaises with other GP Practices and staff as needed for the collective benefit of patients

Leadership

- Demonstrates understanding of the pharmacy role in governance and is able to implement this appropriately within the workplace
- Demonstrates understanding of, and contributes to, the workplace vision
- Demonstrates ability to improve quality within limitations of service
- Reviews last year's progress and develops clear plans to achieve results within priorities set by others
- Demonstrates ability to motivate self to achieve goals

Management

- Ability to successfully manage the day-to-day operations of a small team ensuring the team is able to meet its aims and objectives.
- Provide support and guidance to team members
- Participate in the performance monitoring review of the team, providing feedback as appropriate



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- Demonstrates understanding of the implications of national priorities for the team/Practice
- Demonstrates understanding of the process for effective resource utilisation
- Demonstrates 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
- Demonstrates ability to extend boundaries of service delivery within the team
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties

Education, Training and Development

- Understands and demonstrates the characteristics of a role model to members in the team and/or service
- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Assess own learning needs and undertake learning as appropriate
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- 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

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Utilise communication skills to support patients to adhere to prescribed treatment regimens.

Management of risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Undertake mandatory and statutory training



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- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all

Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition
- Understand own and other's responsibility to the individual organisation regarding the Freedom of Information Act
- Collate, analyse and present clinical data and information to the team using appropriate charts and/or graphs to enhance care

Equality and diversity

- Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in good practice relating to equality and diversity
- Accept the rights of individuals to choose their care providers, participate in care and refuse care. Assist patients from marginalised groups to access quality care