



Job Description

Job Title	Practice Pharmacist
Hour per week	Part-time
Reports To	Managing Partner – Administratively GP Partners – Clinically

JOB PURPOSE

1. Provide expertise in clinical medicines review¹ and address public health and social needs of patients in GP practices
2. Reduce inappropriate poly-pharmacy and wasteful prescribing through clinical medication review
3. Reconcile medicines following hospital discharge and work with patients and community pharmacists to ensure patients receive the medicines they need post discharge.
4. 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 issues
5. Interface with community and hospital pharmacy colleagues and develop referral processes between primary care professionals including the promotion of the repeat dispensing service
6. Manage the repeat prescribing reauthorisation process by reviewing requests for repeat prescriptions and medicines reaching review dates
7. Manage patients and health care professionals medicine queries
8. Increase quality and safety of prescribing through mechanisms such as audit and PDSA cycles
9. Manage practice formularies to improve the quality, safety and cost effectiveness of prescribing
10. Implement drug withdrawals and alerts e.g. MHRA aimed at improving medicines safety
11. Work with primary care professional and patients to implement NICE and other evidence-based guidelines
12. Run clinics where medicines are the main interventions e.g. anticoagulant monitoring clinics.
13. Contribute to multimorbidity reviews and multidisciplinary reviews
14. Provide medicines information and training to Practice healthcare professionals and admin staff
15. Review daily Pathology results for patients on known medicines
16. 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)
17. Undertake minor ailments triage: dealing with minor ailments and triaging patients appropriately

¹ This would be a level 3 clinical medication review as per the Room for review document 2002/03. Looks at the patient's full clinical condition, blood monitoring, interface care arrangements, social isolation etc.



CORE RESPONSIBILITIES

1. Working within the practice-based team to undertake medication reviews particularly in high risk groups such as:
 - Frail elderly
 - Poly-pharmacy
 - Renal impairment
 - Hepatic impairment
 - Substance misuse
 - Patients on high risk medicines
 - Revolving door Hospital admissions
2. Improve prescribing practice through educational support for all prescribers within the practice
3. Lead on where changes in evidence require changes in prescribing across patient population e.g. where a drug is withdrawn or indications change
4. Liaise with colleagues in community pharmacy to align support for medicines adherence such as MUR and NMS
5. Support improvements in clinical care through practice-based audit and implementing change
6. Prescribing advice to prescribers in practice e.g. temporary non-availability of drugs
7. Ensure patient safety when they are transferred between care providers through reconciliation of prescribed medicines

QUALIFICATIONS & TRAINING FOR THIS JOB

NB: it is anticipated that the level of qualification held may vary according to the level of position and the components of the role being carried out

Completion of an undergraduate degree in Pharmacy, and registration with the General Pharmaceutical Council

Minimum of 2 years post graduate experience in pharmacy, as demonstrated within a practice portfolio



Member of the Royal Pharmaceutical Society (RPS)

Member of or working towards (through foundation) RPS Faculty membership

May hold or be working towards a prescribing qualification

May hold or be working towards a postgraduate pharmacy qualification

Has an awareness of the breadth of common acute and long-term conditions that are likely to be seen in a general medical practice

BEHAVIOURAL COMPETENCIES AND SKILLS FOR THIS JOB

EXPERT PROFESSIONAL PRACTICE

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

Involves patients in decisions about prescribed medicines and supporting adherence as per NICE guidance

COLLABORATIVE WORKING RELATIONSHIPS

Recognises the roles of other colleagues within the organisation and their role to patient care

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 e.g. CCGs)

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

Demonstrates understanding of the implications of national priorities for the team and/or service

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

EDUCATION, TRAINING AND DEVELOPMENT

Understands and demonstrates the characteristics of a role model to members in the team and/or service

Demonstrates understanding of the mentorship process

Demonstrates ability to conduct teaching and assessment effectively according to a learning plan with supervision from a more experienced colleague



Demonstrates self-development through continuous professional development activity

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

RESEARCH AND EVALUATION

Demonstrates ability to critically evaluate and review literature

Demonstrates ability to identify where there is a gap in the evidence base to support practice

Demonstrates ability to generate evidence suitable for presentation at local level

Demonstrates ability to apply the research evidence base into working practice

Demonstrates understanding of the principles of research governance

Demonstrates ability to work as a member of the research team

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

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 carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data



Health & safety:

The post-holder will implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Correct use of Personal Protective Equipment (PPE)
- Use and monitoring of the correct use of Standard Operating Procedures for cleaning and infection control
- Responsible for correct hand hygiene of self and others
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols within the team
- Active observation of current working practices across the team in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Correct cleaning of equipment used for near patient testing such as blood glucose monitoring equipment and smokerlyzer, using manufacturer's instructions as appropriate



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 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.

Personal/Professional development:

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

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- 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 practice, 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

Job description developed June 2015

Due for review June 2019

Partners: Drs Horner, Yule, Patterson, Ward, Greenup, Perkins, Kershaw, Grist and Jane Dawes



The Blackmore Vale Partnership

The heart of the Community

Partners: Drs Horner, Yule, Patterson, Ward, Greenup, Perkins, Kershaw, Grist and Jane Dawes