Wyre Forest Network of Independent Practices

# Job Description: Clinical Pharmacist

## Accountable to: Clinical Director

## Reports to: PCN Lead Pharmacist

### JOB PURPOSE

The post holder will work within their clinical competencies as part of a multi-disciplinary team to support practices within the network:

* Provide expertise in clinical medicines management
* Provide face to face structured medication reviews – especially for patients with polypharmacy; people in residential care homes and those with multiple co-morbidities
* Management of medicines on transfer of care and systems for safer prescribing
* Manage repeat prescription authorisations and reauthorisation
* Acute prescription requests
* Manage long term conditions
* Provide leadership on quality improvement and clinical audit
* Contributing to achievement of the Quality and Outcomes Framework and local quality improvement schemes
* Addressing both the public health and social care needs of patients in the GP practice(s) that make up the PCN.

The post holder will be supported to develop their role to become a non-medical prescriber, if that qualification is not already held, and will be required to enrol on the Primary Care Pharmacy Education Pathway from CPPE, unless an equivalent qualification is already held or exemption is agreed by CPPE.

### KEY DUTIES AND RESPONSIBILITIES

The duties listed are not exhaustive, which options are deployed will be decided by the individual practices within the PCN, in conjunction with the clinical pharmacist. It is however mandated by NHS England that this role is patient facing in nature.

1. **Patient facing Clinical Medication Review**

Undertake clinical medication reviews with patients and work within your scope of practice as an independent prescriber to implement any necessary changes (or produce recommendations for/refer to other prescribing pharmacists, nurses and/or GPs to implement if outside your scope). These reviews could be cohort based, in care homes, polypharmacy or any other area required by the PCN, within the pharmacist’s competence. Home visits may be required.

1. **Medicines quality improvement**

Undertake clinical audits of prescribing in areas identified by yourself and agreed by the PCN or as directed by the PCN, feedback the results and implement changes in conjunction with the relevant practice team.

Identify cohorts of patients at high risk of harm from medicines through computer searches. This might include risks that are patient related, medicine related, or both. Put in place changes to reduce the prescribing of these medicines to high-risk patient groups.

1. **Medicines safety**

Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.

1. **Leadership**

You will be expected to contribute to the leadership of medicines-related issues for the PCN

1. **Patient facing medicines support**

Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice.

1. **Telephone medicines support**

Provide a telephone help line for patients with questions, queries and concerns about their medicines.

1. **Management of medicines at change of care setting**

Reconcile medicines following discharge from hospital or admission to intermediate care or care homes, including identifying and rectifying unexplained changes and working with patients and community pharmacists to ensure patients receive the medicines they need post discharge. Set up and manage systems to ensure continuity of medicines supply to high-risk groups of patients (e.g. those with medicine compliance aids or those in Care Homes).

1. **Medicine information to practice staff and patients**

Answer relevant medicine-related enquiries from GPs, other network staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines. Suggest and recommend solutions. Provide follow up for patients to monitor the effect of any changes.

1. **Drug monitoring**

Ensure robust systems are in place for drug monitoring at each practice across the PCN, streamlining these where possible.

1. **Signposting**

Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology results, common/minor ailments, acute conditions, long term condition reviews etc.

1. **Repeat prescribing**

Ensure each practice in the PCN has a robust repeat prescribing policy, and streamline these across the PCN where possible. You may be asked to contribute to the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates. Ensure patients have appropriate monitoring in place when required. Support implementation of electronic repeat prescribing where appropriate.

1. **Service development**

Contribute pharmaceutical advice for the implementation and delivery of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets).

1. **Information management**

Analyse, interpret and present medicines data to highlight issues and risks to support decision making.

1. **Education and Training**
* Understand and demonstrate the characteristics of a role model to members in the team and/or service
* Demonstrate understanding of the mentorship process
* Demonstrate ability to conduct teaching and assessment effectively according to a learning plan with supervision from more experience colleague
* Demonstrate self-development through continuous professional development activity
* Participate in the delivery of formal education programmes
* Demonstrate an understanding of current educational policies relevant to working areas of practice and keeps up to date with relevant clinical practice
1. **Care Quality Commission**

Work with the general practice teams to ensure the practices are compliant with CQC standards where medicines are involved.

1. **Public health**

Support public health campaigns. Provide specialist knowledge on all public health programmes available to the general public.

1. **Special working conditions**
* The post holder is required to travel independently between work sites and to attend meetings as required
* The post-holder will have contact with body fluids, i.e. wound exudates, urine while in clinical practice.
* The post-holder is likely to need to visit patients in their own home.

### COMMUNICATION AND WORKING RELATIONSHIPS

* Work collaboratively with their PCN Clinical Director
* Participate in the PCN MDT.
* Liaise with their line manager to access professional support and access training and development opportunities
* Liaise with CCG Medicines Commissioning colleagues on prescribing related matters to ensure consistency of patient care and benefit
* Engage with other GP-employed pharmacists for peer support.
* Foster and maintain strong links with all services across the PCN and neighbouring networks.
* Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships.
* Liaises with other stakeholders as needed for the collective benefit of patients, including but not limited to:
	+ Patients and their representatives
	+ GP, nurses and other practice staff
	+ Social prescribers, first contact physiotherapists, physician’s associates and paramedics.
	+ Community pharmacists and support staff
	+ Locality Pharmaceutical Committee and Community Pharmacy PCN leads
	+ Locality / GP prescribing lead
	+ Locality managers
	+ Community nurses and other allied health professionals
	+ Hospital staff with responsibilities for prescribing and medicines optimisation

### PERSONAL & PROFESSIONAL DEVELOPMENT

* Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities.
* To attend mandatory training
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives.
* To adhere to agreed protocols at all times.
* Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety.
* Work with your line manager to access regular ‘clinical supervision’, to enable you to deal effectively with the difficult issues that people present.
* Review yearly progress and develop clear plans to achieve results within priorities set by others. Participate in the delivery of formal education programmes.
* Demonstrate an understanding of current educational policies relevant to working areas of practice and keep up to date with relevant clinical practice

### CLINICAL GOVERNANCE AND QUALITY ASSURANCE

* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

### INFORMATION GOVERNANCE

* The Wyre Forest NIP PCN requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All PCN employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the Network and its service users and employees will remain the property of the Wyre Forest NIP PCN. Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

### RESEARCH

* Critically evaluate and review literature.
* Identify where there is a gap in the evidence base to support practice.
* Generate evidence suitable for presentations at practice and local level.
* Apply research evidence base into the workplace.

### HEALTH AND SAFETY

* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

### EQUALITY AND DIVERSITY

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with all procedures / policies and current legislations.
* Act as a chaperone as needed.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

Updated: May2020