

# Job Description for Clinical Pharmacist in General Practice



# Job Outline

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**Post type: Permanent**

**Hours: 37.5**

**Salary: AFC Band 7 (subject to agenda for change)**

**Location: Primary Care Devon**

**Reports to: Principal Clinical Pharmacist**

**Accountable to: Clinical Director of Pharmacy**

Livewell Southwest CIC (PCH) provides Community, Rehabilitation, Child & Family and Mental Health & Learning Disability Services to the population of Plymouth, the South Hams and West Devon. The Clinical Pharmacy Service is a rapidly developing team providing bespoke services across the Peninsula. As an organisation we pride ourselves in developing and delivering services linked to our 5 aims:

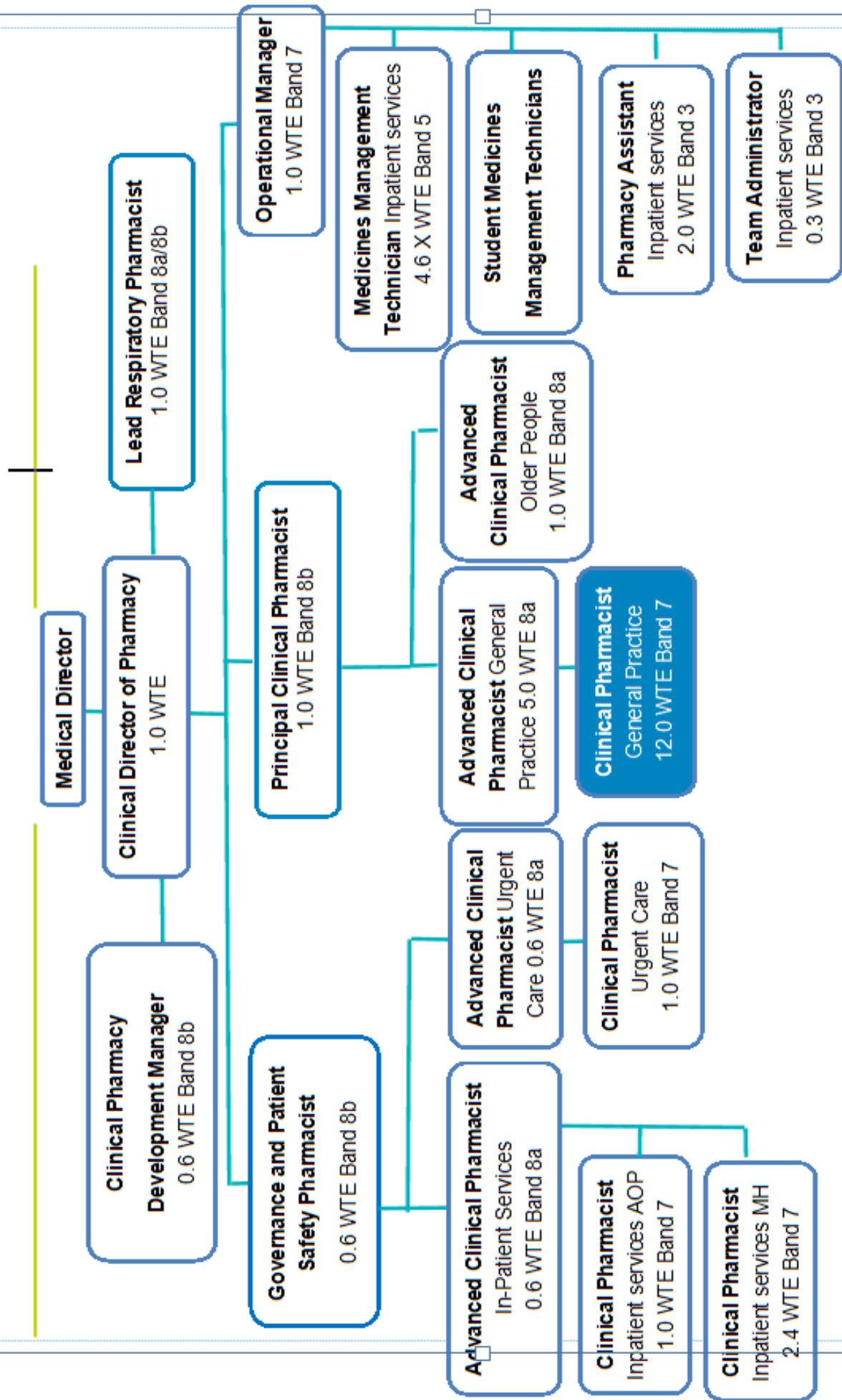
1. Providing seamless system leadership
2. Experience exceeding expectations
3. Based around local people and communities
4. Being an employee led organisation
5. Being sustainable, successful and admired

As a member of the general practice clinical pharmacy team you will have an integral role in the delivery of a consistently high standard clinical pharmacy service to general practice. You will identify and support innovative practice to improve patient experience and outcomes whilst developing personal skills to enhance your professional career.

Service provision is currently focused on Older People, Primary and Urgent Care services which includes:

- The Community Assessment Hub and Acute Care at Home Team
- General Practice Pharmacists
- Care Home Pharmacists
- Medicines Optimisation services

# Organisational Chart



# Key Tasks and Responsibilities

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**To deliver a high quality, clinical pharmacy service to patients in general practice ensuring the safe, clinically effective and cost efficient use of drugs, using expertise in independent prescribing to support better access to medicines including facilitation of medicines optimisation in the context of the wider medicines agenda ensuring best value, reduced harm and improved outcomes from the significant investment in medicines.**

## Professional/Clinical

Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services
- Contribute to the clinical governance agenda(s) of the service and of the organisation
- Review policies and procedures relevant to pharmacy practice in general practice
- Monitor and evaluate medicines related protocols and guidelines
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications
- Review and monitor repeat prescribing policy and procedures
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use
- Using risk stratification tools/protocols minimise the risk of harm from medicines
- Implement changes following local and national drug alerts/information in accordance to local policy

## Clinical services will be achieved through

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission' register
- Review and interpret clinical data each day for patients requiring therapeutic drug monitoring
- Recommendation of appropriate therapy for individual patients where evidence is not available, controversial evidence exists or other professionals may challenge advice
- Provide advice on the pharmaceutical and pharmacodynamics properties of drugs including alterations of these parameters in 'special groups' of patients, such as the older adult
  - Contribute to the organisations wider antimicrobial surveillance programme, implementing local programmes ensuring appropriate antimicrobial prescribing within general practice
- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients

- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP
- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP
- Promote compliance by prescribers and other healthcare staff with the South and West Devon Formulary and Referral
- Application of the evidence base behind drug therapies used in the elderly
- Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency
- Contribute to public health campaigns, including flu vaccinations, and adult immunisation programmes

### Communication:

- Have well-developed verbal and written communications skills are essential to the role
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding
- Manage day to day medicines queries, including face to face consultations with patients identified to have compliance or other problems in medicine administration
- Develop and implement patient/carer health educational groups across the practices
- Refer patients to other community services where appropriate
- Discuss and resolve medication problems with prescribers where appropriate, ensuring treatment is appropriate, safe and effective
- Input and maintain clinical and pharmacy records, for example using System-one IT, controlled drugs, unlicensed medication
- Liaise with all levels of healthcare staff in all areas of work, including:
  - Patients and carers
  - GPs, community nurses and community pharmacists
  - Nursing, consultant and junior medical staff
  - Support workers, nursing assistants
  - Occupational, speech and physiotherapists
  - Social workers
  - Other pharmacy staff from other services
  - Medicines optimisation team (CCG and NHS England Area Team)
  - External agencies as required

## Analytical and Judgmental skills:

- Support GPs through the analysis, interpretation and monitoring of clinical data including drug levels, U&E's, blood counts and microbiological sensitivities to guide diagnosis and drug therapy
- To monitor the effects of medications by checking clinical signs and symptoms including blood pressure monitoring, pulse monitoring and spirometry, following appropriate training
- Applying specialist pharmaceutical knowledge to ensure drug, dose, frequency, route etc. are suitable for the individual patient. This may involve calculations and/or analysis of past medication/medical history and laboratory results test results
- Careful checks of the whole prescription to ensure all aspects are compatible and no pharmaceutical needs are unmet
- Use knowledge and professional judgement to communicate any identified medicines related issues with the relevant clinician in a timely manner
- Support the delivery of the CCG's medicines optimisation agenda within practice
- Participation in audit and project work with respect to clinical pharmacy services in general practice as directed by senior staff
- Identify areas for service development, interpreting NICE recommendations and developing relevant pathways/prescribing protocols for new treatments with the senior pharmacist
- Responding to medicines information requests from prescribers and other healthcare professionals and providing advice on medicines. In many cases this is a complex task involving specialist up to date knowledge, effective search strategies, evaluation of the evidence base and formulation of an appropriate response.
- Contribute to clinical governance and risk management through interventions which optimise the management of medicines in all areas of practice, supporting best practice throughout all areas of responsibility.
- Review quarterly drug spend in collaboration with the medicines optimisation team, ensuring alignment to the broader medicines optimisation agenda

## Service Development

- Agree therapeutic areas of practice for development and independent prescribing in accordance with your competency and the requirements of the service
- Actively contribute to the development of the Clinical Pharmacy Service initiatives that improve patient care and access across general practice
- Contribute to pharmaceutical initiatives that help with the seamless transfer of patients between different healthcare settings
- Integrate research evidence into practice
- Identify gaps in the evidence base
- Provide education and training to all healthcare professionals including medical students.

## Management of Staff

- Provide mentorship to other pharmacists, pharmacy technicians and other members of pharmacy staff within general practice.

### Physical skills:

- There is a need to travel between sites, therefore ability to drive and to use own car is an advantage
- Good keyboard / computer skills are essential.
- Manual handling may include small static loads and some patient handling

### Freedom to Act:

Pharmacists are expected to work largely unsupervised and to act on their own professional judgement.

Support mechanisms exist within the older people, primary and urgent care pharmacy service and practice teams by contacting other team members on a mutually beneficial basis.

If studying for a specific qualification a suitable mentor and/or facilitator will be made available as necessary.

Line manager support is available as required.

Clinical supervision from another health professional can be arranged and is to be encouraged

Clinical roles are supported by policies and guidelines within which the pharmacist is allowed to exercise professional discretion / interpretation

### **Personal Indemnity Insurance is a requirement of the GPhC for Independent Prescribing Pharmacists**

**Livewell Southwest will provide corporate indemnity insurance for tasks undertaken in accordance with policy as an independent non-medical prescriber**

# Additional Information for all posts

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The post holder is required to comply with all relevant policies and procedures pertinent to their post. Current versions can be found on Healthnet or via your manager. The areas listed below are those Livewell Southwest (CIC) currently places particular emphasis on. Failure to follow correct policies and procedures may result in disciplinary action.

## Risk Management

In Accordance with the Risk Management Strategy, employees will participate, whenever required, with the risk management process. They will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation to individuals potentially at risk.

## Health and Safety at Work

You must co-operate with those in authority and others in meeting the statutory requirements and in following policies and procedures. A copy of the Health and Safety Policy is available from the Healthnet or from the Risk Management Department.

You are reminded that in accordance with the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others affected by your work activities.

You will be notified where your post carries a requirement for immunisation.

You may be required to undertake physical intervention training and BLS.

## Infection Control

Livewell Southwest (CIC) is determined to eradicate healthcare-acquired infection and puts a great deal of emphasis on the responsibility of all staff to ensure their own personal and others compliance with Infection Control (including Hand Washing) Policies.

All staff must comply with infection control policies and guidance, attend relevant updates and report issues of concern to their immediate line manager (if no action or explanation received, then it is the individual's responsibility to escalate their concerns to the Director of Operations or Chief Executive's Office).

## Safeguarding Children and Adults

All employees have a duty to safeguard and promote the welfare of children and adults and are required to act in such a way that at all times safeguards their health and wellbeing. Familiarisation with and adherence to national and local safeguarding adults and children policies is an essential requirement upon all employees. Livewell Southwest (CIC) has specific safeguarding policies and in addition, employees also have a responsibility to practice and work within the multi-agency policy developed by the Safeguarding Adults Board and the Safeguarding Children Board. Staff are also required to participate in related mandatory/statutory training.



## Sustainability and Climate Change

All staff are expected to take responsibility for the reduction of carbon emissions within their area of the organisation. In particular this may relate to reducing energy consumption, making low carbon travel choices, consideration of goods and services being purchased, and waste reduction.

## Other

This Job Description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

The Working Time Regulations apply to all employees of Livewell Southwest (CIC). In particular Livewell Southwest (CIC) will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.

Livewell Southwest (CIC) has adopted NO SMOKING and NO ALCOHOL policies for staff, which applies to all posts. Details of the policy are available on request and will be included in the statement of main terms and conditions of service of staff appointed.

**Signature:**

**Postholder**

**Date:**

**Signature:**

**Manager**

**Date:**

Date of annual review:

# Person Specification

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
<b>EDUCATION AND QUALIFICATIONS</b>	<p>Professional knowledge acquired through vocational master's degree in pharmacy degree (4 years university study) plus 1 year pre-registration training plus 2 years minimum experience.</p> <p>Registration with the General Pharmaceutical Council (GPhC)</p> <p>Evidence of commitment to and able to demonstrate CPD</p>	<p>Postgraduate diploma (or working towards) or equivalent evidence of clinical knowledge, competence and achievements in practice</p> <p>Independent Pharmacist Prescriber accreditation - or willing to work towards</p> <p>Proven post graduate experience as a clinical pharmacist</p> <p>Membership with the Royal Pharmaceutical Society of Great Britain</p> <p>Working towards or membership of the RPS Faculty</p> <p>Training in safe guarding vulnerable adults and children</p>	<p>A, I</p>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<p>Evidence of practical application of in depth therapeutic and clinical knowledge</p> <p>Ability to analyse, interpret and evaluate clinical evidence, data and information from various sources to make judgements, decisions and provide recommendations</p> <p>Logical and focused approach to problem solving</p> <p>Awareness of legislation governing equality and diversity</p> <p>Understanding of confidentiality and data protection act</p>	<p>Experience of IT applications in primary care including System-one</p> <p>Experience using ASTROPU and other IT applications for measuring prescribing trends</p> <p>Demonstrate awareness of interface issues</p> <p>Understand relationships between health and social care</p>	<p>A, I, R</p>

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
<b>EXPERIENCE</b>	<p>Minimum 2 years post graduate experience in hospital, community or primary care pharmacy</p> <p>Experience/understanding roles of other health care professionals eg staff working in community/ multidisciplinary teams</p>	<p>Experience in delivering the C</p> <p>Experience of influencing, negotiating and implementing change in practice</p> <p>Experience of developing and implementing PGDs and/or supporting non-medical prescribing</p> <p>Experience of multidisciplinary and multi-organisational working</p> <p>Experience of using qualitative data, data collection, audit and producing reports</p>	A, I, R
<b>SKILLS</b>	<p>Ability to plan and prioritise work with good organisational and time management skills</p> <p>Ability to work autonomously, have a high level of self-motivation, use own initiative, devise and organise own work plan</p> <p>Ability to evaluate quality of own work</p> <p>Ability to achieve personal and corporate goals</p> <p>Ability to engage with and learn from peers, other professionals and colleagues</p> <p>Professional calm and efficient manner</p>	<p>Ability to influence and negotiate with a range of stakeholders to implement change in practice</p>	A, I, R

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
<b>PERSONAL ATTRIBUTES</b>	Well motivated, conscientious and reliable Proactive and assertive Pragmatic Self-motivated Sensitive and supportive Strong professional values Can identify own limitations		A, I, R

A = Application I = Interview R = References