

## Primary Care Network Clinical Pharmacist Job Description

**Responsible to:** OHP Supported PCNs

**Accountable to:** PCN Clinical Director and PCN Lead Pharmacist (OHP)

**Professionally accountable to:** Chief (Consultant) Pharmacist at OHP

**Salary:** Employed (Band 7-8 AfC equivalent)

**Working Hours:** 22.5 to 37.5 hours per week

### Job Summary

The post holder is a clinical pharmacist, who acts within their professional boundaries, supporting and working alongside a team of Health Care Practitioners within general practice and a Primary Care Network (PCN).

The post holder will provide primary support to general practice staff with regards to prescription and medication queries. They will perform medicines reconciliation on transfer of care and implement systems for safer prescribing, providing expertise in clinical medicines advice while addressing both public and social care needs of patients in the PCN.

The post holder will work as part of a multi-disciplinary team in a patient-facing role. They will take responsibility for areas of medicines optimisation within the PCN and undertake structured clinical medication reviews to proactively manage patients with complex polypharmacy.

The post holder will provide clinical leadership on medicines optimisation and quality improvement (QI) and manage some aspects of the quality and outcomes framework and enhanced services at practice and PCN level.

The post holder will work with all sectors of pharmacy across the health system and the wider OHP organisation to improve population health. Demonstrating improvement in patient outcomes and working to reduce health inequalities across the PCN contributing to improving the efficiency of general practice and delivering a best in class service.

The post holder will be supported to develop their role in line with the OHP workforce strategy, this will include becoming and operating as a non-medical prescriber. This is a new role and will be reviewed at least annually, where the Job Description may be updated in line with the needs of the organisation.

## Primary Duties and Areas of Responsibility

<p><b>Patient facing Long-term condition Clinics</b></p>	<p>See (where appropriate) patients with single or multiple medical problems where medicine optimisation is required (e.g. COPD, asthma). Review the on-going need for each medicine, a review of monitoring needs and an opportunity to support patients with their medicines taking ensuring they get the best use of their medicines (i.e. medicines optimisation). Make appropriate recommendations to Senior Pharmacists or GPs for medicines optimisation or actions as appropriate and commensurate with individual level of skill and competence.</p>
<p><b>Patient facing Clinical Medication Review</b></p>	<p>Undertake structured clinical medication reviews with patients and make appropriate recommendations to Senior Pharmacists or GPs for medicines optimisation or actions as appropriate and commensurate with individual level of skill and competence.</p>
<p><b>Patient facing care home medication reviews</b></p>	<p>Undertake structured clinical medication reviews with patients and make appropriate recommendations to Senior Pharmacists or GPs for medicines optimisation or actions as appropriate and commensurate with individual level of skill and competence. Work with care home staff to improve the safety of medicines ordering and administration.</p>
<p><b>Patient facing domiciliary clinical medication review</b></p>	<p>Undertake structured clinical medication reviews with patients and make appropriate recommendations to Senior Pharmacists or GPs for medicines optimisation or actions as appropriate and commensurate with individual level of skill and competence. Attend and refer patients to multidisciplinary case conferences.</p>
<p><b>Patient facing medicines support</b></p>	<p>Provide patient facing clinics for those with questions, queries and concerns about their medicines as appropriate and commensurate with individual level of skill and competence.</p>
<p><b>Telephone medicines support</b></p>	<p>Provide a telephone help line for patients with questions, queries and concerns about their medicines, as appropriate and commensurate with individual level of skill and competence.</p>

<p><b>Medicine information to practice staff and patients</b></p>	<p>Answers relevant medicine-related enquiries from GPs, other practice staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines. Suggesting and recommending solutions. Providing follow up for patients to monitor the effect of any changes</p>
<p><b>Unplanned hospital admissions</b></p>	<p>Review the use of medicines most commonly associated with unplanned hospital admissions and readmissions through audit and individual patient reviews. Put in place changes to reduce the prescribing of these medicines to high-risk patient groups. This will include implementing OHP systems to ensure consistency of approach across the organisation.</p>
<p><b>Management of medicines at discharge from hospital</b></p>	<p>To reconcile medicines following transfer of care including: discharge from hospitals, intermediate care and into 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). This will include implementing OHP systems to ensure consistency of approach across the organisation.</p>
<p><b>Signposting</b></p>	<p>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.</p>
<p><b>Risk stratification</b></p>	<p>Identification of cohorts of patients at high risk of harm from medicines through pre-prepared practice computer searches. This might include risks that are patient related, medicine related, or both. This will include implementing OHP systems to ensure consistency of approach across the organisation.</p>
<p><b>Service development</b></p>	<p>Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets). This will include</p>

	implementing OHP systems to ensure consistency of approach across the organisation.
<b>Information management</b>	Analyse, interpret and present medicines data to highlight issues and risks to support decision making at PCN and GP Practice Population level.
<b>Medicines quality improvement</b>	Undertake clinical audits of prescribing in areas directed by the GPs and OHP, feedback the results and implement changes in conjunction with the practice team at practice and PCN level.
<b>Medicines safety</b>	Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance. This will include implementing OHP systems to ensure consistency of approach across the organisation.
<b>Implementation of local and national guidelines and formulary recommendations</b>	Monitor Network prescribing against the local health economy's RAG list and make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs). Assist practices in seeing and maintaining a practice formulary that is hosted on the practice's computer system. Auditing practice's compliance against NICE technology assessment guidance. Provide practice and PCN level information to contribute to the safe and efficient use of medicines. This will include implementing OHP systems to ensure consistency of approach across the organisation.
<b>Education and Training</b>	Provide education and training to primary healthcare team(s) on therapeutics and medicines optimisation.
<b>Care Quality Commission</b>	Work with the general practice teams to ensure the PCN is compliant with CQC standards where medicines are involved. This will include implementing OHP systems to ensure consistency of approach across the organisation.
<b>Public health</b>	To support public health campaigns. To provide specialist knowledge on all public health programmes available to the general public. To support the PCN to improve and manage population health, focusing on reducing health inequalities and increasing healthy life expectancy.

### Collaborative Working Relationships

- Recognises the roles of other colleagues within the organisation and their role to patient care.
- Demonstrates the 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. provider and commissioning 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.
- Actively work toward developing and maintaining effective working relationships both within and outside the PCN and locality.
- Foster and maintain strong links with all services across PCN.
- Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships.
- Demonstrates ability to integrate general practice with other sectors of pharmacy across the pharmacy system.
- Liaises with peers on prescribing related matters to ensure consistency of patient care and benefit.
- Liaises with other stakeholders as needed for the collective benefit of patients including but not limited to Patients GP, Nurses, other practice staff and other healthcare professionals including pharmacists and pharmacy technicians from provider and commissioning organisations.

### Knowledge, Skills and Experience Required

- Undergraduate degree in pharmacy and registration with the General Pharmaceutical Council
- Experience working as a clinical pharmacist
- May hold or be working towards an independent prescribing qualification.
- Recognises priorities when problem-solving and identifies deviations from normal pattern and is able to refer to seniors or GPs when appropriate

- 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 and local best practice guidelines.

NB: it is anticipated that the level of qualification, skill and competence held will vary according to the level of position and the components of the role being carried out, see person specification for details.

## Leadership

- Demonstrates understanding of the pharmacy role in governance and can implement this appropriately within the workplace.
- Demonstrate understanding of and contributes to the organisational workplace vision.
- Engages with Patient Participation Groups (PPGs) and involves PPGs in the development of the role and practices.
- Demonstrates ability to improve quality within limitations of the service.
- Reviews progress (at least annually) and develops clear plans to achieve results within priorities set by others.
- Demonstrate ability to motivate self to achieve goals
- Promotes diversity and equality in people management techniques and leads by example.

## Management

- Demonstrates an 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 and protocol
- Follows professional and organisational policies and 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 the ability to conduct teaching and assessment effectively according to a learning plan with supervision from more experienced colleagues and peers.
- Demonstrates self-development through continuous professional development activity in accordance with professional expectations; working alongside senior clinical pharmacists to identifying development needs.
- Participates in the delivery of formal education programmes commensurate to role.
- Demonstrates an understanding of current educational policies relevant to working areas of practice and keeps up to date with relevant clinical practice.
- Ensures appropriate clinical supervision is in place to support development
- Enrolled into review and appraisal systems within the practice and wider organisation

### **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 presentations at practice and local level
- Demonstrates ability to apply research evidence base into working place
- Demonstrates understanding of principles of research governance.

### **Health and Safety/Risk Management**

- The post-holder must comply at all times with the organisation and Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.

- The post-holder will comply with the Data Protection Act (1984), The General Data Protection Regulations (2018) and the Access to Health Records Act (1990).
- The post-holder will comply with all necessary training requirements relevant to the role as identified by the organisation.
- The post-holder will have personal indemnity insurance relevant to skill and role.

### **Equality and Diversity**

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

### **Respect for Patient Confidentiality**

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

### **Special Working Conditions**

- The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies.
- The post-holder will have contact with body fluids i.e. wound exudates; urine etc. while in clinical practice.

### **Job Description Agreement**

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.