

Primary Care Network Lead Clinical Pharmacist Job Description and Person Specification

Job Title	Lead Clinical Pharmacist
Line Manager	Executive for Service Delivery
Accountable To	PCN Clinical Director & AHP Partnership

Job Summary

The Post holder will be an experienced Pharmacist who acts within their professional boundaries to develop, manage and mentor a team of Pharmacists, Pharmacy Technicians and care co-ordinators to support Adur Health Partnership and Shoreham & Southwick Primary Care Network in all aspects of medicines optimisation.

The post holder will work as part of a multi-disciplinary team to provide expertise in clinical medicines optimisation across the Practice and PCN. This will include running patient clinics that are held face to face and on the telephone for medication reviews, quality improvement projects and medicines safety audits.

The post holder will be supported by existing pharmacists, a GP clinical supervisor and the Practice prescribing lead.

The lead pharmacist will ensure that the practice also integrates with community and hospital pharmacy to help improve patient outcomes and ensure better access to healthcare.

The post holder will be required to enrol on the Primary Care Pharmacy Education Pathway (CPPE) if not already completed.

Primary Responsibilities

The primary responsibilities of the Lead Clinical Pharmacist include:

- Clinically assessing and treating patients (face to face and on the phone) using expert knowledge of medicines for specific disease areas.
- Independently prescribing or committed to completing training to become a prescriber
- Leading in all medicines related issues for the PCN
- Reviewing and implementing systems for safer prescribing
- Providing support and guidance to the pharmacy team, covering areas such as role development, training and work load management.
- Supporting colleagues and patients with medicines related queries.
- Contributing to the develop of clear plans to deliver the PCN DES Contract, QOF and locally commissioned quality improvement schemes.
- Undertaking clinical audits
- Developing, promoting and implementing the high quality, evidence based and cost-effective use of medicines in primary care in a way that maximises the benefits of medicines to patients and which minimises risks (clinical, legal and financial).
- Addresses both the public health and social care needs of patients

- Contributes pharmaceutical advice for the implementation and delivery of new services that have medicinal components (e.g. advice on treatment pathways etc)
- Works with other general practice teams to ensure the practice is compliant with CQC standards where medicines management is involved
- Work collaboratively with the Clinical and senior management team

Job Role and Responsibilities**Patient-Facing Clinical Reviews**

- a. Undertake clinical medication reviews with patients and initiate medicine improvements, in collaboration with GPs and nurses where appropriate. These reviews could be cohort based, in care homes, polypharmacy or any other area required by the practice, within the pharmacist's competence.
- b. To analyse and interpret complex information and communicate this information using a variety of methods to patient's carers and other health professionals to promote the safe, high quality & cost-effective use of medicines in all prescribing decisions. This information includes clinical information regarding patient care, technical therapeutics information and prescribing activity data derived from clinical audit data.

Medicines Quality Improvement

- a. Undertake clinical audits of prescribing in areas directed by the practice and PCN, feedback the results and implement changes in conjunction with the relevant practice team.
- b. 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.
- c. To provide specialised advice and support in risk management, clinical governance issues and ensure compliance with medicines legislation, patient safety advisory notices and other established good practices to manage and minimise risk.

Medicines Safety

- a. Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.
- b. To work together with governance leads and establish standard operating procedures for safer prescribing.
- c. Maintain and develop professional competence and expertise, keep up to date with medical/therapeutic evidence and opinion, and local and national service, legislation and policy developments, agree objectives and a personal development plan and participate in the appraisal process.

Patient-Facing Medicines Support

- a. Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice including chronic disease.

Telephone Medicines Support

- a. Provide a telephone service for patients with questions, queries and concerns about their medicines.

Management of Medicines at Change of Care Setting

- a. Oversee the Reconciling of 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).

Medicine Information to Practice Staff and Patients

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

Drug Monitoring

- a. Ensure robust systems are in place for drug monitoring across the practice, streamlining these where possible. Understand and apply the traffic light classifications for prescribing in the locality as per ICB guidelines.

Signposting

- a. 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.

Repeat Prescribing

- a. Ensure the practice has a robust repeat prescribing policy, and streamline these where possible. Ensure patients have appropriate monitoring in place when required.

Service Development

- a. 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).

Information Management

- a. Analyse, interpret and present medicines data to highlight issues and risks to support decision making. Liaise with prescribing colleagues across the locality, in primary and secondary care, to ensure consistency with prescribing strategies including working with secondary care to reduce the impact of inappropriate secondary care influenced prescribing.

Public Health

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

Collaborative Working Arrangements

- a. Participate in the PCN medicines management meetings and attend any relevant meetings for improvement schemes, MOIS project etc
- b. Engage with the local Primary Care Pharmacy Network;
- c. Foster and maintain strong links with all services across the PCN and neighbouring networks;
- d. Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships;
- e. 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 associates and paramedics.
 - Community pharmacists and support staff.
 - PCN / GP prescribing lead.
 - PCN Business Manager.
 - Community nurses and other allied health professionals.
 - Hospital staff with responsibilities for prescribing and medicines optimisation.

Professional Development

- a. Demonstrate an understanding of current educational policies relevant to working areas of practice and keeps up to date with relevant clinical practice.
- b. Maintain and develop professional competence and expertise, keep up to date with medical/therapeutic evidence and opinion, and local and national service, legislation and policy developments, agree objectives and a personal development plan and participate in the appraisal process.
- c. Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities.
- d. Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety.
- e. Work with your line manager to access regular 'clinical supervision', to enable you to deal effectively with the difficult issues that people present.
- f. Review yearly progress and develop clear plans to achieve results within priorities set by others. Participate in the delivery of formal education programmes.
- g. Demonstrate an understanding of current educational policies relevant to working areas of practice and keep up to date with relevant clinical practice.

Research and Evaluation

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

Flexibility

- This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organization.
- The post holder may be required to fulfil other duties, as agreed with the practice manager /line manager to meet the needs of the organisation. This will involve travel to other sites within the organization.

Working Conditions

This post requires the post holder to travel from practice to practice and to other venues such as care homes during fulfilment of their duties using own or public transport.

Codes of Practice

The post holder will be expected to carry out work duties and tasks in accordance with all relevant codes of practice.

Job Description Agreement

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider development within the organisation. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Primary Care Network.

This job description is intended as a 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.

Generic Responsibilities

All staff at Adur Health Partnership have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual

orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others and to co-operate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (Workplace) Regulations 1999 and other statutory legislation.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction training

On arrival at the practice all new personnel are to complete a practice induction programme. This is managed by the deputy practice manager.

Learning and development

The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their

knowledge and skills, progress their career and ultimately enable them to improve processes and service delivery.

Collaborative working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is also essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service delivery

Staff at Adur Health Partnership sites must adhere to the information contained within practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured.

Professional conduct

At Adur Health Partnership sites staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

The person specification for this role is detailed overleaf.

Person Specification – PCN Lead Pharmacist		
Qualifications and education	Essential	Desirable
Vocational Master's degree in pharmacy (4 years) or equivalent + 1 year pre-registration training	✓	
Membership of the Royal Pharmaceutical Society		✓
Registration with the General Pharmaceutical Council	✓	
Membership of the Primary Care Pharmacy Association (PCPA)		✓
Holds or works towards an independent prescribing qualification	✓	
Successful completion of the CPPE general practice pharmacist training pathway		✓
Experience	Essential	Desirable
3 years pre-registration training	✓	
Post registration experience	✓	
Experience of partnership/collaborative working and of building relationships across a variety of organisations	✓	
Experience of communicating and engaging effectively with internal and external agencies/ stakeholders		✓
Knowledge & Skills	Essential	Desirable
Ability to manage a team and provide individual clinical support and mentorship	✓	
Demonstrates an understanding of, and conforms to, relevant standards of practice	✓	
Awareness of the breadth of common acute and long-terms conditions that are likely to be seen in general practice	✓	
Demonstrates ability to integrate general practice with community pharmacy teams, hospital pharmacy teams and community groups		✓
In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare	✓	
EMIS user skills		✓
Competent in the use of Microsoft office tools	✓	
Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities	✓	
Demonstrates an understanding of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing		✓
Able to analyse and interpret complex prescribing information and present information in a clear way.	✓	
Able to plan, manage, monitor and review general medicine optimisation issues in core areas for long term conditions		✓
Able to obtain and analyse complex technical information. Interpret data to draw conclusions		✓
Able to identify and resolve risk management issues according to policy/protocol	✓	
Proven problem solving skills	✓	

Able to gain acceptance for recommendations and influence and motivate the audience to comply with recommendations/course of action where there may be significant barriers	✓	
Understanding of clinical governance	✓	
Understanding of research principles	✓	
Ability to develop, implement and embed policy and procedure	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and co-operative	✓	
Excellent interpersonal skills	✓	
Motivated and proactive	✓	
Ability to work well under pressure	✓	
Confident and resilient	✓	
High levels of integrity and loyalty	✓	
Forward thinker with a solutions focused approach	✓	
Ability to drive and deliver change effectively	✓	
Commitment to ongoing professional development	✓	
Other Requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Ability to move across sites when required using own or public transport	✓	

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

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Signed

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Date