

JOB TITLE	Clinical Pharmacist
RESPONSIBLE TO	Clinical Pharmacist Manager
ACCOUNTABLE TO	Primary Care Network Clinical Director
RELATIONSHIPS	Eynsham and Witney PCN, but based at the Windrush Medical Practice
GRADE	Not AfC - Band 6 to 7 equivalent (dependent on experience)
HOURS	Up to Full time

The Windrush Medical Practice, Witney, Oxfordshire (Edge of the Cotswolds and 13 miles from Oxford)

This is an excellent opportunity for a qualified Pharmacist wishing to join part of the Primary care Team, under the Additional Roles Reimbursement Scheme.

We have a rapidly expanding team of healthcare professionals within the Practice, including GPs, Nurses, health care assistants, care-co-ordinators and clinical pharmacists. We are also a training practice for GP Registrars and regularly have medical students with us from both the University of Oxford and University of Buckingham.

The PCN Clinical Pharmacist is an integral part of the clinical team, using and sharing pharmacy expertise to support the GPs and the whole practice in and optimal patient care.

Job Purpose

The key aims for the clinical pharmacist are

- Increase safety and quality of prescribed medicines
- Provide support on medicines related issues to the whole practice team
- Be a point of contact for patients regarding medicines queries

They should support the following clinical work:

- Clinical Medication Review

They should also support the following practice development work:

- Focusing on QoF, IIF and PQS Domains
- Prescribing Safety, Clinical audit, Local Enhanced Services support

Key working relationships

- Patients
- Windrush Medical Practice Staff, including GPs, PCN clinical pharmacists, nurses and other practice staff members
- GP Clinical Lead(s)
- PCN Clinical Director(s)
- Community nurses and other allied health professionals
- Secondary care clinicians.

Responsibilities underpinning the role

The following are the core responsibilities of the Clinical Pharmacist. On occasion there may be a requirement to carry out other tasks; this will be dependent on factors such as workload and staffing levels:

- To discuss medication issues with patients as needed and appropriate by telephone, e.g. adverse effects/interactions, overdose/inadvertent ingestion, OTC remedies, queries from dispensary, queries from care homes.
- To respond to dispensary queries to include, re-authorise repeats where there are queries, clarify doses, clarify products, give appropriate alternatives when availability issues.
- To discuss specific patient and prescribing issues (e.g. complicated regimes/polypharmacy, compliance difficulties, multiple adverse effects, medication reduction regimes) with other clinicians as necessary.
- To support the completion of pink (medication administration) forms for district nurses for GPs to sign.
- To visit nursing homes to carry out reviews of MAR sheets/patients' medications.

Medicines Reconciliation:

- To review secondary care requests for new medication (as communicated by discharge summaries, outpatient letters, etc.) and raise any queries with relevant GP, and discuss how to respond when inappropriate prescribing requests arise.
- To deal with anticoagulant start/stop requests from secondary care and contact patients who have defaulted on INRs.

Medicines Information/Education:

- To monitor and inform colleagues as relevant about ongoing prescribing issues, e.g. new guidelines (national and local), new products being asked for by secondary care,

manufacturing and supply problems, new prescribing restrictions or contraindications, and individual and systematic errors made by colleagues.

- To advise on cost effective prescribing and prescribing budget issues.
- To keep the prescribing folder on the practice intranet up to date, with admin support.
- To train nursing home staff in medicines management.

Prescribing Systems and Policies:

- To identify patients in need of medication review and develop the system of patient invitation with the admin team.
- To liaise with dispensary, admin and clinical staff in discussing, developing, and implementing medicines management systems in the practice.
- To work with the GPs (especially the prescribing lead), Senior Clinical PCN Pharmacist, practice manager, dispensary manager and dispensary team to review, develop and implement prescribing policies and strategies for the whole practice.
- To suggest and design audits in relation to prescribing targets, implementation of locality policies and the Quality Outcomes Framework (QOF).
- To work with the GPs, Senior Clinical PCN Pharmacist, practice manager, and dispensary manager on choosing and delivering targets for the local Prescribing Incentive Scheme (PIS).
- To monitor the practice's prescribing performance (via the CCG prescribing dashboard, progress on the PIS, ePACT, etc.), and suggest changes to practice prescribing as appropriate.
- To support the delivery of electronic prescribing.
- To work with the dispensary team, Senior Clinical PCN Pharmacist and lead dispensing GP to maximize profitability and to perform audits.

Liaison with community and hospital pharmacies:

- To support and advise dispensary when needed.
- To make best use of community pharmacy medicine use reviews (MURs) for medication reviews.
- To rationalise requests for dosette medications. Dispensary will still be responsible for ringing round re availability of products, taking initial calls, requesting new dosettes etc.

This job description is intended as guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and ongoing discussions with their line manager.

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
- Undertake and complete all statutory and mandatory training.
- Participate in an appraisal and regular performance reviews.
- Promote a learning environment for patients, colleagues and other health professionals.
- Contribute to the planning and implementation of the teaching of and support for new and existing staff in the Practice, including GP registrars, medical students and newly-recruited Clinical Pharmacists
- Opportunity to participate in clinical trials and support the Research Team. Training will be provided.

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

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
- Recognise people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work

Safeguarding

Anyone who works in direct contact with patients has a duty to protect the welfare of patients. Having regular contact with patients, means that you are well placed to identify and recognise when there is a potential issue and understand the processes in place to manage potential concerns.

Person Specification

Qualifications	Essential	Desirable
BSc/Grad Dip in Pharmacy Practice	x	
A minimum of one year's post qualification experience.	x	
Membership as practising pharmacist with The General Pharmaceutical Council.	x	
Commitment towards continuing professional development in accordance with requirements of The General Pharmaceutical Council.	x	
Pharmacist independent prescriber registered with The General Pharmaceutical Council.	x	
Relevant post registration experience of community, hospital and / or primary care pharmacy practice.	x	
Independent Prescriber		x
Experience	Essential	Desirable
Evidence of clinical leadership		x
Expert clinical reasoning skills	x	
Proven multi-disciplinary working	x	
Evidence of research activity or skills		x
Experience of computer based clinical systems such as EMIS Web		x
Skills	Essential	Desirable
Good interpersonal skills with the ability to communicate effectively with a diverse range of people.	x	
Ability to work as part of a team and autonomously	x	
Knowledge of IT systems – email / word / Microsoft teams	x	
Knowledge of EMIS used in clinical practice		x
Excellent written and verbal communication	x	
Knowledge of audit and research		x
Good time management skills, able to prioritise and organise workload for best effect	x	
Ability to promote best practice regarding prescribing issues	x	

Ability to maintain a high level of confidentiality and discretion at all times	x	
Problem solving & analytical skills	x	
Ability to follow policy and procedure	x	
Personal Qualities	Essential	Desirable
Sensitive and empathetic in distressing situations	x	
Ability to work under pressure	x	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours if required	x	
Clear vision of role and commitment to working in Primary Care	x	
Disclosure Barring Service (DBS) check	x	

Under the Data Protection Act 1998 and GDPR, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

We expect all of our staff to actively promote equality and diversity and encourage colleagues to do the same. We encourage staff to support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

This post is deemed to require a Disclosure check Enhanced Level with the Disclosure & Barring Service (DBS). This is due to the fact the post has access to children or vulnerable adults. Further information on the disclosure Service is available from www.disclosure.gov.uk