

JOB DESCRIPTION

Job Title: <u>Senior Clinical Pharmacist in General Practice – Icknield Primary Care Network (PCN)</u>	
Main purpose of the job: To work as a Clinical Pharmacist to support the effective delivery of patient care in GP Practices within the PCN by utilising pharmaceutical skills to embed the principles of medicines optimisation within the wider practice teams, ensuring safe patient care through regular review and monitoring of patients based on clinical need and supporting demand management through consultation with patients as appropriate. To provide clinical leadership on medicines management and quality improvement as well as managing some aspects of the Quality and Outcomes Framework (QOF), Enhanced Commissioning Framework (ECF), Improvement and Investment Fund (IIF) and Enhanced Services. The post holder will also provide supervision, mentorship and line management to the appointed clinical pharmacists, Pharmacy Technicians and locum Clinical Pharmacists working across the PCN.	
Location: Letchworth and Baldock, North Hertfordshire – Practice and home based	Salary: £33.29 per hour, depending on experience.
Contract type: Fixed term until April 2027, as per the PCN Contract DES. Expectation of extension subject to continuation of the PCN DES.	Hours: Minimum 22.5 hours (3 days per week, of which 2 clinical and 1 management)
Accountable to: PCN Manager, PCN Clinical Directors, 12PointCare Directors	Responsible for: Clinical Pharmacists, Pharmacy Technicians, Locum Clinical Pharmacists
Key relationships: • Patients • GP, Nurses and other PCN Practice staff • 12PointCare Directors • Other healthcare professionals including clinical pharmacist colleagues, ICB pharmacists, pharmacy technicians, optometrists, dentists, health and social care teams and dieticians, etc • Locality / GP prescribing lead Practice Group Leads, Community nurses and other allied health professionals • Community and Hospital Pharmacy team, hospital staff with responsibilities for prescribing and medicines optimisation • Care home support team – pharmacists	

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| <ul style="list-style-type: none">• ICB – Central East and NHSE Regional Team |
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Job Summary

The post holder will work in a Clinical Pharmacist role, as part of a team based either remotely or within a member GP Practice, but working for all GP Practices across the PCN in a centralised model.

They will support the effective delivery of patient care in GP Practices within the PCN by utilising pharmaceutical skills to embed the principles of medicines optimisation within the wider practice teams, ensuring safe patient care through regular review and monitoring of patients based on clinical need and supporting demand management through consultation with patients as appropriate.

In addition, they will provide clinical leadership on medicines management and quality improvement as well as managing some aspects of the Quality and Outcomes Framework (QOF), Enhanced Commissioning Framework (ECF), Improvement and Investment Fund (IIF) and Enhanced Services.

The post holder will provide supervision, mentorship and line management to the appointed clinical pharmacists, Pharmacy Technicians and locum Clinical Pharmacists working across the PCN GP Practices.

This post is part of the Additional Roles Reimbursement Scheme for PCNs funded by NHS England and includes funded access to the Primary Care CPPE Pathway.

An enhanced DBS check will be carried out for all successful candidates.

Responsibilities

Lead Role

- Provide leadership and line management to the PCN Clinical Pharmacy team
- Provide supervision, coaching and mentorship to the appointed Clinical Pharmacists and Pharmacy Technicians working across the PCN GP Practices.
- Ensure optimum benefit for prescribed medication through high levels of compliance and concordance achieved by support for the patient and carers
- Provide professional input to PCN Practice teams and network multidisciplinary teams working to improve patient outcomes and reduce avoidable admission to hospital
- Liaise across providers to ensure accurate and effective medication management
- Provide direct care to patients with long term conditions, minor ailments and other clinical areas within the scope of practice
- Support the care of complex patients in their own homes or in nursing or residential accommodation as part of a multidisciplinary team

- Provide professional leadership on matters relating to medicines optimisation and quality improvement
- Monitor and manage the effectiveness of the Clinical Pharmacists' and Pharmacy Technician's activities in the Practices
- Support with planning of courses and training
- Following through HR processes, appraisals, flexible work requests etc, appraisals, probationary reviews etc, HR queries, recording absences, performance management
- Support with locums, overarching supervision, reviewing claims etc, support with setup
- Working and developing relationships with practices to achieve the best from the pharmacist team performance
- Pharmacy team collaboration and team building, sharing good practice, pastoral support
- Good communication with the PCN leadership team, practices and clinical pharmacy team, ICB prescribing teams, community pharmacy ICB lead
- Attending PCN meetings as a CP representative and cascading relevant info to CP team
- Representing the PCN as a pharmacy lead at meetings such as ICB prescribing meetings
- Network building with other clinical pharmacy PCN teams
- Supporting with proposals, inductions and planning new recruitments including interviews and shortlisting
- Work with practices, support with any queries and offering advice
- Strategic pharmacy planning and working independently
- Complex pharmacy/pharmaceutical queries offering advice on matters when or if required.

Clinical duties

- To plan and organise own workload, including audit and project work, care home visits, MDT meetings and training sessions for members of the Practice team, patients, and carers.
- Run clinics where medicines are the main interventions e.g. anticoagulant monitoring clinics.
- Provide face to face clinical medication reviews for patients with single or multiple long-term conditions including patients on multiple medications, focussing on single conditions as appropriate
- Review daily Pathology results and act on results.
- Act across the interface liaising with other providers i.e. secondary care, community pharmacy and care/nursing homes as necessary to ensure safe transfers of care.
- Provide support to patients to maximise the benefit from their medication
- Provide medication reviews to complex patients
- Manage a case load of patients presenting with common or self-limiting minor ailments within the scope of practice signposting to appropriate community services
- Provide support for patients with medication queries
- Discuss patients with complex needs at the local MDT meetings and refer to the named professional in line with recommendations
- Provide professional telephone and email advice and support to patients and their carers

- Reconcile the medications of patients whose care is transferred back to primary care in a timely and effective manner liaising with patients and other providers to ensure patients receive appropriate medication on discharge
- Proactively engage with patients whose care has been transferred to reduce potential readmission including identifying and rectifying unexplained variation
- To maintain full and complete records of all patient contacts using appropriate clinical templates and coding
- Provide feedback and seek advice where the post holder has clinical concerns around competence to safely manage their medications
- Support the effective utilisation of GP workforce

Medicines management and repeat prescribing

- Carry out structured medicines optimisation reviews in care homes associated with the PCN working with all stakeholders in the multidisciplinary team to ensure optimal patient care and reduction of unplanned hospital admissions and inappropriate A&E attendances.
- Review the ongoing need for medication and make suitable recommendations to the registered GP or amend within the scope of practice
- Manage requests to prescribe medication from specialists in line with the ICB formulary and locally agreed guidelines
- Monitoring patients with complex long-term conditions such as hypertension, diabetes and COPD, ensuring that medication is optimised, titrated, monitored and complied with.
- Work to ensure safe and effective systems for the repeat prescribing of medication making recommendations on the reduction of potential wastage
- Setting up uniform protocols and searches for high risk drug monitoring.
- Set up systems to ensure the effective and continuous supply of medication to high risk patients
- Set up systems to ensure safe and effective management of high-risk medication
- Act as a source of medicines information for practice teams and patients (e.g. around doses, side effects, adverse events, possible alternatives e.g. around out of stocks).
- Implement changes to medicines in line with MHRA alerts, product withdrawal and other local or national guidance
- Support PCN practices with the implementation of appropriate NICE guidance in line with local agreements
- Support PCN practices with compliance with local guidelines

Audit and risk stratification

- Participate in the effective care planning and management of high-risk patients as part of the multidisciplinary team
- Participate in audit activities
- Proactively identify and recall patients due for medication review ensuring all appropriate monitoring tests performed

- Contribute to reductions in medicine related hospital admissions and readmissions by supporting patients to get the best outcomes from their medicines and identifying and addressing medicines related issues.
- Analyse, interpret and present prescribing information at practice and population level to support effective decision making and change in evidence based clinical practice
- Work across the PCN as required to ensure a consistent approach with regards to medicines optimisation and safe, effective, high quality patient care.

Supervision and mentorship

- Provide an appropriate induction programme for newly appointed / junior clinical Pharmacists and support staff
- Develop the role of the clinical pharmacist and undertake assessments.
- Support pharmacists failing to progress within their role at the expected rate.
- Be involved with performance support when appropriate.
- Oversee appropriate management guidance and professional development.
- Provide advice to PCN Practices regarding appropriate clinical work and pharmacist role development.
- Pastoral support for clinical pharmacists, facilitating group mentoring and professional development where required.
- Fully participate in personal training and development.
- Promote and participate in the development and operation of a peer support network.
- Support the training of pharmacy students, acting in the role of tutor where appropriate.

PERSONAL RESPONSIBILITIES

HEALTH & SAFETY

It is the responsibility of the post holder to take reasonable care not to endanger themselves or anybody else by any act or omission as stated by the Health and Safety at Work Act 1974.

FIRE PROCEDURE, SMOKING PREVENTION, ALCOHOL AND ILLEGAL SUBSTANCE USE

The post holder must adhere to the policies of the GP Practice with whom they are working.

RISK MANAGEMENT

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in 12PointCare's Risk Management Policy.

CONFIDENTIALITY

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information

relating to diagnosis and treatment of patients and individual staff records must, under no circumstances be divulged or passed onto any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles". Any breach of this can lead to disciplinary action.

DATA PROTECTION

The Data Protection Act 2018 regulates the use of personal data. You are required to ensure that any personal information obtained, processed or held (on a computer or otherwise), is done so in a fair and lawful way and that the data held and processed is only for the specified registered purposes, in particular personal data relating to patients, or other persons, shall be disclosed to any person without the consent of the individual who is subject of the data or otherwise by lawful authority or justification. It should be noted that the breach of confidentiality is a disciplinary offence and may result in disciplinary proceedings being taken.

BUSINESS CONDUCT AND DECLARATIONS OF INTERESTS

In the interest of probity, openness and good business conduct, you are required to comply with any policy in force in respect of standards of business conduct. This will include requirements to:

- Declare certain financial interests which may conflict with, or impact upon, your employment.
- All applicants are required to declare any involvement either directly or indirectly, with any firm, company or organisation, which has a contract with the Company.
- Comply with any provisions restricting, controlling or requiring the declaration of hospitality or gifts.
- Comply with all statutory legal legislation and the Company's Standing Financial Instructions, Standing Orders and Schemes of Delegation.
- Failure to withhold such information may lead to disciplinary action or dismissal.

STANDARDS

The GP practices aim to maintain the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous, sympathetic manner, and represent the Practice and PCN in a professional manner at all times, on the telephone, face-to-face or in written communication.

EQUAL OPPORTUNITIES

The Company has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital

status, race, colour, creed, ethnic/national origin. Whilst the Company recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

GOVERNANCE

The Company has a clinical and corporate framework, which all employees are expected to comply with. This includes participating in research and audit in line with documented procedures, being aware of governance arrangements and ensuring that the reporting requirements, systems and duties of action put into place by the Company are complied with.

WORKING TIME REGULATIONS

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management sanction and/or elect to opt out of the Working Time Regulations by providing written confirmation to the Company.

POLICIES & PROCEEDURES

All employees are expected to adhere to relevant policies and procedures including: Information governance - Equal Opportunities and Diversity - Safeguarding - Communications - Lone worker - Health and Safety including infection control as drawn up by the Company, the GP Practice and the CCG.

TRAINING & DEVELOPMENT

The successful post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

This job description is provided to assist the jobholder to know what his/her main duties are but is not exhaustive and may be amended from time to time without change to the level of responsibility appropriate to the grade of the post in consultation with the post holder whose agreement shall not be unreasonably withheld. The specific objectives of the post holder will be subject to review as part of the individual performance review process and taking into consideration PCN annual objectives and priorities.

Senior Clinical Pharmacist (General Practice)
PERSON SPECIFICATION

<i>Essential / Desirable</i>	<i>Criteria</i>	<i>Assessment</i>
Requirements: Professional Registration and Qualifications		
Essential	Maintain registration with the General Pharmaceutical Council	• CV • Evidence of current registration
Desirable	Membership of the Royal Pharmaceutical Society	• CV • Evidence of current membership
Essential	Master's degree in pharmacy	• CV • Interview
Essential	Independent prescriber	• CV • Interview
Desirable	Postgraduate diploma in clinical pharmacy or prescribing	• CV • Interview
Desirable	Teaching qualification	• CV • Interview
Requirements: Skills and knowledge		
Essential	Minimum 5 years post registration experience	• CV
Essential	Interest in the development of the general practice clinical pharmacist role	• Interview
Essential	Portfolio of evidence of continuous professional development and post-qualifying experience	• CV • Interview
Essential	Evidence of multidisciplinary working	• CV • Interview
Essential	Evidence of the application of innovative practice and the application of evidence-based interventions	• CV • Interview
Essential	Basic management training or equivalent experience	• CV • Interview
Essential	Experience of managing a team	• CV • Interview
Essential	Evidence of supporting others with learning and development	• CV • Interview
Essential	Clear, concise record keeping and report writing skills	• CV • Interview
Essential	Able to drive and has access to a vehicle for travel between GP Practices	• CV • Interview
Essential	Good IT skills – ability to use Word, Excel, Powerpoint and internet to	• CV • Interview

	obtain, analyse and present information	
Essential	Ability to undertake research	• Interview
Desirable	Skills in an acute care and Long Term Conditions management related setting (training will be provided)	• Interview
Requirements: Personal attributes		
Essential	Team player with willingness to learn	• Interview
Essential	Excellent communication and organisational skills Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders	• CV • Interview
Essential	Flexible and adaptable approach to working	• Interview
Essential	Ability to work under pressure and achieve tight deadlines in a complex / changing environment	• Interview
Essential	Be able to organise workload and work autonomously as well as within a team Able to recognise personal limitations and refer to more appropriate colleague(s) when necessary	• CV • Interview
Essential	Self-motivated and directed	• Interview