**JOB TITLE: CLINICAL PHARMACIST (QUALIFIED PRESCRIBER)**

**REPORTS TO: THE PARTNERS (Clinically)**

 **THE MANAGEMENT TEAM (Administratively)**

**HOURS: 37.5 hour per week (Full time)**

**SALARY: Depending on Experience**

We are looking for a professional, conscientious and highly effective Clinical Pharmacist to join our friendly team in Botesdale. We are a rural GMS 9400 patient surgery with 3 Partners, 5 Salaried GPs and a fantastic clinical and practice team with an on-site Dispensary. We are located in a modern, recently extended surgery with community nurses located on site as well as an X-ray suite and glorious surrounding countryside.

The Clinical Pharmacist will act within their professional boundaries, working alongside a team of pharmacists in general practice and within the wider Blackbourne PCN. They will improve patients’ health outcomes and the efficiency of the primary care team by providing direct, accessible and timely medicines and expertise including face to face contact with patients.

The Clinical Pharmacistwill be an integral part of the general practice team, as well as part of a wider pharmacist network and multi-disciplinary team. This includes being a conduit of patient medicines information into and out of local hospitals. They will work to optimise medication issues to improve patient care and safety, and support clinical staff in the management of patients.

**Main Duties**

The post holder will help patients to get the best from their medicines by switching medications to agreed and approved protocols, improving repeat prescribing processes in General Practice, including promotion of repeat dispensing and online ordering, minimising clinical risk and aiming to reduce wasted medicines.

* Work as part of a multi-disciplinary team in a patient-facing role to clinically assess and treat patients using their expert knowledge of medicines for specific disease areas
* Be a prescriber and work with and alongside the general practice team
* Be responsible for the care management of patients with chronic diseases and undertake clinical medication reviews to proactively manage people with complex polypharmacy, especially the elderly, people in care homes, those with multiple co-morbidities (in particular frailty, COPD and asthma) and people with learning disabilities or autism (through STOMP – Stop Over Medication Programme)
* Provide specialist expertise in the use of medicines whilst helping to address both the public health and social care needs of patients at the organisation and to help in tackling inequalities
* Provide leadership on person-centred medicines optimisation (including ensuring prescribers in the practice conserve antibiotics in line with local antimicrobial stewardship guidance) and quality improvement, whilst contributing to the Quality and Outcomes Framework and enhanced services
* Through structured medication reviews, support patients to take their medications to get the best from them, reduce waste and promote self-care
* Have a leadership role in supporting further integration of general practice with the wider healthcare teams (including community and hospital pharmacy) to help improve patient outcomes, ensure better access to healthcare and help manage general practice workload
* Develop relationships and work closely with other pharmacy professionals across the wider health and social care system
* Take a central role in the clinical aspects of shared care protocols, clinical research with medicines, liaison with specialist pharmacists (including mental health and reduction of inappropriate antipsychotic use in people with learning difficulties), liaison with community pharmacists, and anticoagulation
* Be part of a professional clinical network and have access to appropriate clinical supervision. Appropriate clinical supervision means:
	+ Each clinical pharmacist must receive a minimum of one supervision session per month by a senior clinical pharmacist
	+ The senior clinical pharmacist must receive a minimum of one supervision session every three months by a GP clinical supervisor
	+ Each clinical pharmacist will have access to an assigned GP clinical supervisor for support and development
	+ A ratio of one senior clinical pharmacist to no more than five junior clinical pharmacists, with appropriate peer support and supervision in place
* To act as the point of contact for all medicine related matters, establishing positive working relationships
* To consult patients within defined levels of competence and independently prescribe acute and repeat medication
* To receive referrals and directed patients from triage services and other clinicians
* To receive and resolve medicines queries from patients and other staff
* To provide medication review services for patients in the practice and during domiciliary visits to the local nursing home
* To manage a caseload of complex patients
* To manage a therapeutic drug monitoring system and the recall of patients taking high risk drugs, i.e., anticoagulants, anticonvulsants and DMARDs, etc.
* To deliver long term condition clinics and home visits, particularly for patients with complicated medication regimes, and prescribe accordingly
* To provide pharmaceutical consultations to patients with long term conditions as an integral part of the multidisciplinary team
* To review medications for newly registered patients
* To improve patient and carer understanding of confidence in and compliance with their medication
* To maintain accurate clinical records in conjunction with extant legislation
* To encourage cost-effective prescribing throughout the organisation
* To implement and embed a robust repeat prescribing system
* To provide advice and answer medication related queries from patients and staff
* To organise and oversee the organisation’s medicines optimisation systems, including the repeat prescribing and medication review systems
* To improve the quality and effectiveness of prescribing through clinical audit and education, to improve performance against NICE standards and clinical and prescribing guidance.
* To develop yourself and the role through participation in clinical supervision, training and service redesign activities
* To ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs. To apply infection-control measures within the practice according to local and national guidelines
* To provide subject matter expertise on medication monitoring, implementing and embedding a system
* To support clinicians with the management of patients suffering from drug and alcohol dependencies
* To actively signpost patients to the correct healthcare professional
* To manage a caseload of complex patients and potential care institutions and to provide advice for the GP management of more complex patients or areas such as addictive behaviours, severe mental illness or end of life care
* To review the latest guidance, ensuring the organisation conforms to NICE, CQC etc.
* To provide targeted support and proactive reviews for vulnerable, complex patients and those at risk of admission and re-admission to secondary care
* To handle prescription queries and requests directly
* To provide proactive leadership on medicines and prescribing systems to the organisation, patients and their carers
* To support in the delivery of enhanced services and other service requirements on behalf of the organisation
* To participate in the management of patient complaints when requested to do so, and participate in the identification of any necessary learning brought about through clinical incidents and near-miss events
* To undertake all mandatory training and induction programmes
* To contribute to and embrace the spectrum of clinical governance
* To attend a formal appraisal with your manager at least every 12 months. Once a performance/training objective has been set, progress will be reviewed on a regular basis so that new objectives can be agreed
* To contribute to public health campaigns (e.g., COVID-19 or flu clinics) through advice or direct care
* To maintain a clean, tidy, effective working area at all times.

**Other Responsibilities**

**ADMINISTRATION**

* Contributes and participates in audits, evaluation and clinical standard setting within the Practice.
* Accurate and timely summarising of patient records and read-coding patient data.
* Complete all required paperwork for legal and administrative purposes in accordance with relevant standards.
* Ensure that all practice policies are fully implemented.
* Work in accordance with all governance and internal systems relating to (but not limited to) the management of clinical data and systems.

**TRAINING AND DEVELOPMENT**

* Taking responsibility for own development with relevant evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP).
* Stay up to date through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, demonstrating skills and activities to others who are undertaking similar work.
* Subject to a performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
* Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
* Work to deliver the NHS contract requirements related to the practice (including the terms of the Quality and Outcomes Framework and locally enhanced services)
* Commit to take and pass the necessary Physician Associate re-certification exams (currently every 6 years) to maintain qualifications required to carry out duties of the role and as statutory regulatory bodies require.

**GOVERNANCE**

* Produce complete and accurate records of patient consultation, in line with best practice, confidentiality, policies and procedures
* Deliver care according to NHS guidance, NICE guidelines and evidence-based care
* Take part in the maintenance of quality governance systems and processes across the Practice and its activities.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
* Work with other clinical teams on improving the quality of healthcare in response to local and national policies and initiatives as appropriate
* Evaluate patients’ response to health care provision and the effectiveness of care
* Support and participate in shared learning across the practice and wider organisation
* Manage, review and identify learning from patient complaints, clinical incidents and near-miss events
* Awareness of statutory safeguarding, notification processes and local guidance for children/vulnerable patients, applying relevant policies and legislation to protect them
* Ensure compliance with policies, procedures and guidelines for self and others, by taking action or alerting senior management team if the practice appears to contravene policy, or if there are concerns over any aspect of patient care.

**CONFIDENTIALITY**

* Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance on patient confidentiality at all times.
* Maintain an awareness of the Freedom of Information Act.
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

**HEALTH & SAFETY**

* The post-holder will manage their own and others’ health & safety and infection control as defined in the Practice’s Health & Safety Policy, the Practice Health & Safety Manual, and the Practice’s Infection Control Policy and published procedures.
* Comply with Practice health and safety policies by following agreed safe working procedures
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping work and general areas clean and tidy, and using appropriate infection control procedures to keep work areas hygienic and safe from contamination.
* Undertaking periodic infection control training (minimum annually)
* Awareness and compliance with national standards of infection control, hygiene, regulatory / contractual / professional requirements, and good practice guidelines.
* Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
* Reporting incidents using the organisations Incident Reporting System
* Using personal security systems within the workplace according to Practice guidelines
* Making effective use of training to update knowledge and skills

**EQUALITY AND DIVERSITY**

* The post-holder will support, promote and maintain the Practice’s Equality & Diversity Policy.
* No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.
* The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

**OTHER DELEGATED DUTIES**

This job description is not intended to be exhaustive - it may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties.