

## Job Description

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| <b>Job title:</b> Clinical Pharmacist in General Practice - Primary Care Networks (PCN) – North Herts  |  |
| <p><b>Main purpose of job:</b></p> <p>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.</p> <p>The post holder will work as part of a multi-disciplinary team in a patient facing role, based either remotely or within a member GP Practice, but working for all GP Practices across the PCN at all times as required.</p> <p>The PCN Clinical Pharmacist will undergo clinical supervision and mentorship from a named GP Clinical Supervisor and by the Senior PCN Clinical Pharmacist leading the PCN Pharmacy service across the Primary Care Network.</p> <p>This post is part of the Additional Roles Reimbursement Scheme for PCNs funded by NHS England and includes funded access to the Clinical Pharmacist Training Pathway for any further modules required to complete the pathway.</p> |  |
| <b>Location:</b> North Hertfordshire   | <b>Salary:</b> Negotiable – IRO £41,000 - £50,290pa for WTE (dependent on qualifications and experience)   |
| <b>Length of contract:</b> Fixed Term Contract to 31 March 2026  | <b>Hours:</b> Full Time or Part Time   |
| <p><b>Position accountable to:</b></p> <ul style="list-style-type: none"> <li>• PCN Clinical Director</li> <li>• 12PointCare Directors</li> </ul>  | <p><b>Position line managed by:</b></p> <ul style="list-style-type: none"> <li>• Senior Clinical Pharmacist</li> <li>• GP Clinical Supervisor</li> </ul> |
| <p><b>Key relationships:</b></p> <ul style="list-style-type: none"> <li>• Patients</li> <li>• Care Home staff</li> <li>• Other PCN Pharmacists</li> <li>• GPs, Nurses and other Practice staff</li> <li>• PCN Clinical Director</li> <li>• 12PointCare Directors</li> </ul>  |  |

- Other healthcare professionals including CCG 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
- CCG – East & North Herts & NHSE Regional Team

### Key responsibilities

#### **Clinical Care**

- Improve the quality and safety of care offered to patients who are living locally in care homes with an option to undertake care home optimisation work.
- 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.
- Conduct spirometry, child immunisation, travel vaccination, diabetic foot checks and NHS Health Checks as well as other roles as required on completion of appropriate training.
- Conduct care planning including mental health, admission avoidance schemes and End of Life patients.
- Review daily Pathology results and act on results.
- Undertake minor ailments triage and direct patients based on clinical need to capture relevant patient health information at all consultations including contributing to the quality outcomes framework.
- Monitoring patients with complex long-term conditions such as hypertension, diabetes and COPD, ensuring that medication is optimised, titrated, monitored and complied with.
- Providing clinical advice and expertise on medication.
- Establishing ongoing professional relationships with individual patients.
- 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.
- Deliver on and/or oversee relevant aspects of the PCN Directed Enhanced Service (DES).
- Take a central role in the clinical aspects of shared care protocols, clinical research with

medicines, liaison with specialist pharmacists (e.g. mental health and reduction of inappropriate antipsychotic use in people with learning difficulties).

- Be part of a professional clinical network and have access to appropriate clinical supervision.
- Support the PCN clinical director as is necessary.
- Maintain clinical competencies for activities undertaken.

#### **Prescribing and Medication Review**

- Providing structured medication reviews to those in care homes, to the most frail and vulnerable.
- Providing structured medication reviews to patients in their own homes, if required.
- Reviewing prescribing and medication processes and policies in care homes and providing support to care home teams.
- Manage the repeat prescribing reauthorisation process by reviewing requests for repeat prescriptions and medicines reaching review dates. Review prescribing against local and national targets and engage with the wider prescribing team to rectify.
- 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. Care home staff training can be supported by CCG procured training packages.
- To contribute to the reduction of medicine wastage within practices across the PCN, resulting in improved budget performance for both the practice and the wider CCG area.
- To conduct non-urgent domiciliary visits in order to complete medication reviews with housebound patients as is applicable.
- Setting up uniform protocols and searches for high-risk drug monitoring.
- Reviewing and updating repeat prescribing policies, with a view to making this and other policies in relation to prescribing uniform across the PCN.
- Provide expertise in clinical medicines review and address public health and social needs of patients in GP practices, developing bespoke medicine plans for individual patients.

#### **Medicines Optimisation and Advice**

- Reduce inappropriate polypharmacy and wasteful prescribing, support patients to take their medications to get the best from them through structured medication reviews and promoting self-care.

- Reconcile medicines following hospital discharge, amend medication lists and contact patients/ carers regarding such changes, as appropriate, to ensure patients receive the medicines they need post discharge.
- 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.
- Interface with community and hospital pharmacy colleagues and develop referral processes between primary care professionals including the promotion of the repeat dispensing service and new medicines service maximising their clinical effectiveness to patients and ensuring the smooth integration of information flows between general practice and the community pharmacies.
- Manage medicines queries from patients and health care professionals.
- Increase quality and safety of prescribing through mechanisms such as audit and PDSA cycles, drug to diagnosis checks, use of the PINCER tool and ensuring appropriate monitoring such as blood testing has taken place.
- 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.
- Manage practice formularies to improve the quality, safety and cost effectiveness of prescribing in liaison with the CCG Medicines Management team, and associated practice medicines management technicians.
- Review MHRA alerts, organise appropriate searches/audits, implement drug withdrawals, etc; improving medicines safety.
- Manage medicines shortages and recommend alternatives to clinical colleagues.
- Provide medicines information and training to Practice healthcare professionals and admin staff.
- Act as a source of medicines information for all of the practice team and patients (e.g. around doses, side effects, adverse events, possible alternatives e.g. around out of stocks).

## General

- Lead on the prescribing domains of the Quality & Outcome Framework (QoF)
- Lead on the prescribing domains of the Consolidated Funding Framework (CFF).
- Lead on the prescribing domains of the Investment and Impact Fund (IIF)
- Do any further work or training as requested of you by the Senior Clinical Pharmacist or your GP Clinical supervisor to further improve your clinical knowledge and understanding
- Meet the professional standards expected of all Pharmacists in Great Britain as described by the General Pharmacy Council.
- Work with primary/secondary care colleagues and patients to implement NICE and other evidence based guidance.
- Contribute to multi-morbidity reviews and multidisciplinary reviews.
- Work across the PCN as required to ensure a consistent approach with regards to medicines optimisation and safe, effective, high quality patient care.
- Support innovation and research, both through any emerging pilot schemes, and the broader NCRN in the region.
- Contribute to practice team meetings, clinical meetings and case reviews.
- Mentor new pharmacists, trainee nurses and GP registrars.
- Carry out any appropriate duties as required by the PCN team as is relevant 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.
- Maintain confidentiality at all times and carry out the Practice's confidentiality policy.
- Attend monthly meetings of pilot group, and training scheme events, as appropriate.
- Be familiar with and implement the Practice's policies and procedures and all legislative and regulatory requirements relating to the activities of the Company.
- Be familiar with the Company obligations under the Health & Safety at work Act 1974 and Health & Safety Regulations detailed in the Practice's policy.
- Represent the Practice in a professional manner at all times, on the telephone, face to face or in written communication.
- Comply with any requirements of the governing professional body to maintain registration.
- Provide training and education on therapeutic and medicines optimisation.
- Support public health campaigns at national and local levels.

- Work with practices to ensure full compliance with Care Quality Commission standards for safe and effective care.

## **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.

## **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 & PROCEDURES**

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 their 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.**

| PCN Clinical Pharmacist in General Practice<br>PERSON SPECIFICATION |  |  |
|---|--|--|
| Essential / Desirable   | Criteria   | Assessment   |
| <b>Requirements: Professional Registration and Qualifications</b>   |  |  |
| Essential   | Maintain registration with the General Pharmaceutical Council  | <ul style="list-style-type: none"> <li>• CV</li> <li>• Evidence of current registration</li> </ul> |
| Desirable   | Membership of the Royal Pharmaceutical Society   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Evidence of current membership</li> </ul>   |
| Essential   | Relevant undergraduate degree in pharmacy (BPharm, MPharm or equivalent)                                   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Independent Prescriber or working towards/ intent of gaining qualification                                 | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Desirable   | Teaching qualification   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| <b>Requirements: Skills, knowledge and experience</b>               |  |  |
| Desirable   | Minimum of 2 years post registration experience  | <ul style="list-style-type: none"> <li>• CV</li> </ul>   |
| Essential   | Interest in the development of the general practice clinical pharmacist role                               | <ul style="list-style-type: none"> <li>• Interview</li> </ul>                                      |
| Essential   | Portfolio of evidence of continuous professional development and post-qualifying experience                | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Evidence of multi-disciplinary working   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Evidence of the application of innovative practice and the application of evidence-based interventions     | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Clear, concise record keeping / report writing skills  | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Evidence of multi-disciplinary working   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Able to drive and has access to car or equivalent for travel between GP practices                          | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Good IT skills - ability to use Word, Excel, PowerPoint and Internet to obtain and analyse information     | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul>                        |
| Essential   | Ability to undertake research  | <ul style="list-style-type: none"> <li>• Interview</li> </ul>                                      |
| Desirable   | Skills in an acute care and Long Term Conditions management in related setting (training will be provided) | <ul style="list-style-type: none"> <li>• Interview</li> </ul>                                      |
| Essential   | Good IT skills - ability to  | <ul style="list-style-type: none"> <li>• CV</li> </ul>   |

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|  | use Word, Excel, Power Point, and Internet to obtain and analyse information   | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| <b>Requirements: Personal attributes</b> |  |   |
| Essential                                | Team player with willingness to learn  | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| Essential                                | <ul style="list-style-type: none"> <li>• Excellent communication and organisational skills</li> <li>• Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders</li> </ul>                     | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul> |
| Essential                                | Flexible and adaptable approach to working   | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| Essential                                | Ability to work under pressure and achieve tight deadlines in a complex / changing environment   | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| Essential                                | <ul style="list-style-type: none"> <li>• Be able to organise workload and work autonomously and within a team</li> <li>• Able to recognise personal limitations and refer to more appropriate colleague(s) when necessary</li> </ul> | <ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> </ul> |
| Essential                                | Self-motivated and directed  | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| <b>Requirements: Other</b>               |  |   |
| Essential                                | Flexibility to work outside of core office hours   | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| Essential                                | Satisfactory Disclosure Barring Service (DBS) check  | <ul style="list-style-type: none"> <li>• Pre-employment check.</li> </ul>   |
| Essential                                | Awareness of the need to maintain confidentiality at all times   | <ul style="list-style-type: none"> <li>• Interview</li> </ul>               |
| Essential                                | Full valid UK driving licence  | <ul style="list-style-type: none"> <li>• Pre-employment check.</li> </ul>   |