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| Job Title: | Practice Pharmacist |
| Department/Location: | The Pall Mall Surgery |
| Reports to/supervised by: | **Medicine Management Lead****The Practice Managers** |
| **Main Purpose of the Job** (Job Summary):Pall Mall Surgery is committed to delivering high-quality healthcare services in a culture rooted in honesty, transparency, and mutual respect. We strive to improve the quality of life for our patients, supporting them to live as independently as possible. The Pharmacist will play a vital role in enhancing the safety, effectiveness, and efficiency of medicines use within the practice.. **Role Summary:** The post-holder will be responsible for developing and coordinating medicine optimisation and management across the practice. They will work closely with the multidisciplinary team (MDT) to oversee repeat prescriptions, acute requests, medication reviews, prescribing systems, and care transitions. The role ensures compliance with all Pall Mall Surgery policies and procedures. **Qualifications and experience:*** MPharm or equivalent and current registration with the General Pharmaceutical Council (GPhC).
* Independent Prescriber qualification (or willingness to undertake).
* Proven experience in medication reviews, prescribing support, and quality improvement initiatives.
* Strong clinical knowledge and communication skills.
* Knowledge of NICE guidelines and local prescribing frameworks.
* Experience in mentoring and audit work.
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| **Prescribing and Medicines Optimisation:*** Coordinate repeat prescription reauthorisation and acute medication requests.
* Conduct Clinical Medication Reviews (CMRs) and Structured Medication Reviews (SMRs).
* Prescribe, deprescribe, and order relevant monitoring tests as appropriate.
* Address acute queries, including during home visits.
* Lead initiatives for safer, more cost-effective prescribing.
* Identify and proactively address medication safety risks.

**Patient Support and Education:*** Conduct telephone and face-to-face consultations.
* Promote medication adherence and self-care, especially for chronic conditions.

**Transitions of Care:*** Update patient records post-discharge or after external notifications.
* Collaborate with hospitals and community providers.
* Develop and manage post-discharge care plans.

**Vulnerable and Housebound Patients:*** Manage caseloads and conduct domiciliary visits.
* Work with frailty teams and care homes to enhance medication safety.

**Collaboration and MDT Involvement:*** Actively participate in MDT meetings.
* Refer and collaborate across care teams.

**Training and Staff Support:*** Support induction and training of pharmacists, GP registrars, and other prescribers.
* Educate staff across primary care, care homes, and community pharmacy.

**Clinical Governance and Quality Improvement:*** Lead audits and safety initiatives.
* Implement and monitor compliance with NICE and local guidance.
* Respond to MHRA alerts, medicine shortages, and trial evidence.

**Communication and Stakeholder Engagement:*** Respond to internal and external medicines-related queries.
* Develop strategies to introduce prescribing protocols.
* Maintain relationships with ICBs, local pharmacies, and secondary care.

**Performance, Data, and Reporting:*** Use data to identify risk, inform decisions, and demonstrate service impact.
* Present data trends to support continuous improvement.

**Governance and Compliance:*** Ensure patient confidentiality in line with GDPR and Caldicott Principles.
* Comply with health, safety, equality, and diversity policies.
* Engage in appraisal, CPD, and audits.
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| **Confidentiality:*** Patients trust us with sensitive information which must be treated with the highest level of confidentiality and discretion.
* The post-holder will access information relating to patients, carers, staff, and business operations – all of which must be protected in accordance with policies and regulations.
* Disclosure of such information is permitted only to authorised personnel in line with practice protocols.

**Health & Safety:**The post-holder will:* Promote and manage health, safety, and infection control practices.
* Ensure compliance through audits, observations, and risk assessments.
* Maintain up-to-date knowledge and lead on implementation of best practice.
* Use appropriate infection control procedures and correct hazards promptly.
* Undertake annual infection control training.
* Maintain clean and hazard-free personal and team workspaces.

**Equality and Diversity:**The post-holder will:* Uphold the rights and dignity of patients, carers, and colleagues.
* Demonstrate respect and inclusivity in all interactions.
* Ensure behaviours are non-judgemental and culturally sensitive.

**Personal/Professional Development:*** Participate in annual performance reviews and maintain professional development records.
* Take personal responsibility for learning and skills development.
* Support training and mentoring of others in similar roles.

**Quality:**The post-holder will:* Contribute to high standards of care and continuous improvement.
* Reflect on performance and identify ways to enhance team effectiveness.
* Manage time, workload, and resources efficiently.

**Communication:**The post-holder will:* Communicate effectively with patients, carers, and all team members.
* Recognise and respond to the need for alternative communication methods.

**Contribution to the Implementation of Services:*** Apply and uphold practice policies and guidelines.
* Collaborate with the team to adapt services accordingly.
* Engage in audits where appropriate to enhance service delivery.

**Key Working Relationships:*** Patients and carers
* GPs, nurses, and all practice staff
* Medicines management team (pharmacists, technicians, dieticians)
* Locality managers, prescribing leads, ICBs
* Hospital and community pharmacy teams
* Allied health professionals and care home staff

**Professional Requirements:*** Maintain GPhC registration and comply with professional conduct standards.
* Attend relevant local, regional, or national meetings.
* Undertake duties in line with grade and evolving practice needs.
* Foster a culture of excellence, safety, and improvement.

**General Notes:**1. The post-holder must uphold the strictest confidentiality at all times.
2. Responsible for risk assessment and contributing to governance efforts.
3. High-quality work standards are expected in all aspects of the role.
4. Must stay updated on surgery policies and safety protocols.
5. Participate in regular appraisal processes.
6. Abide by any applicable professional Codes of Conduct.
7. The job description is not exhaustive and may change as the role evolves.
8. Flexibility and adaptability to meet the surgery’s changing needs are essential.
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| Job Holder: [Name/signature/date] |  |
| Approved by: [Name/Title] |  |