**CLINICAL PHARMACIST**

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| **JOB DESCRIPTION** |
| **Job Title:** Primary Care Network Clinical Pharmacist (Practice Based)  **Job type:** Permanent, Full-Time  **Job Location:** Stevenage  **Working Pattern:** 7.5 hours per day / 30 hours a week (Fridays Mandatory)  **Salary:** £43,000 - £48,000 (Pro Rata)  **Organisation Summary:**  Thank you for your interest in applying for a role with Stevenage Healthcare (SHL) and Stevenage South Primary Care Network (SSPCN).  Since the NHS was created in 1948, the population has grown and people are living longer. Many people are living with long term conditions such as diabetes and heart disease or suffer with mental health issues and may need to access their local health services more often. To meet these needs, GP practices are working together with community, mental health, social care, pharmacy, hospital and voluntary services in their local areas in groups of practices known as primary care networks (PCNs).  PCNs build on existing primary care services and enable greater provision of proactive, personalised, coordinated and more integrated health and social care for people close to home. Clinicians describe this as a change from reactively providing appointments to proactively caring for the people and communities they serve.  The SSPCN is made up of 5 core network practices who are commissioned to work together to provide a range of healthcare services to a population of over 60,000 patients across Stevenage. The core network practices include Bedwell Medical Centre, King George Surgery, Knebworth & Marymead, Shephall Health Centre, Symonds Green Health Centre. The PCN is governed by a PCN board, with representatives from each practice, who provide oversight of the service and approval for strategy and future PCN plans and objectives.  Stevenage Healthcare Ltd is a company which has been tasked with providing delivery and support for Stevenage South Primary Care Network. The company will provide development and delivery of SSPCN contracts and areas of work, as well as explore wider healthcare opportunities to support local people and provide positive health outcomes for our population.  **Job Scope:**  To be responsible for implementing an effective medicine management system within the practices, including cost-effective prescribing, working as an independent prescriber (or willing to work towards independent prescribing status), prescribing advice and support for both patients and colleagues, long term condition reviews. In addition, the post-holder will also support the multi-disciplinary team, in line with the strategic objectives of the PCN.  **Direct Enhanced Services Contract (DES)**  PCN roles work alongside other roles and practice staff to help meet standards set by NHS England via an annual DES contract. The DES sets out key performance indicators and deliverables which the PCN must achieve in order to receive key funding for personalised and preventative health for patients. Each year PCN roles will be aligned to the delivery of the DES contract, along with any additional areas of work which are proposed and agreed by the PCN board. This provides an exciting working environment which is designed to adapt and change to local, regional and national needs on a regular basis. Clinical Pharmacists work within their clinical competencies as part of a multi-disciplinary team to provide expertise in medicines management, provide face to face structured medication reviews, manage long term conditions, management of medicines on transfer of care and systems for safer prescribing, manage repeat prescription authorisations and reauthorisation, acute prescription request, while addressing both the public health and social care needs of patients in the GP practice(s) that make up the PCN.  **Personalised Care:**  The post holder will perform face to face medication review of patients, including polypharmacy for complex patients, people in residential care homes and those with multiple co-morbidities. The post holder will provide leadership on quality improvement and clinical audit and well as managing some aspects of the Quality and Outcomes Framework.  This role is pivotal to improving the quality of care and operational efficiencies so requires motivation and passion to deliver an excellent service within general practice.  The post holder will be supported to develop their role to become a non-medical prescriber if required  **Key Duties and Responsibilities**   1. **Patient facing/Remote Long-term condition Clinics**   Patients with single or multiple medical problems where medicine optimisation is required (e.g. Respiratory, Cardiovascular and Diabetes). Review the on-going need for each medicine, a review of monitoring needs and an opportunity to support patients with their medicines taking ensuring they get the best use of their medicines (i.e. medicines optimisation). Make appropriate recommendations to Peer PCN/Practice Pharmacists or GPs for medicine improvement.   1. **Patient facing/Remote Care Home Medication Reviews**   Undertake clinical medication reviews with patients and produce recommendations for the senior clinical pharmacist, nurses or GPs on prescribing and monitoring. Work with care home staff to improve safety of medicines ordering and administration.   1. **Patient facing/Remote Domiciliary Clinical Medication Review**   Undertake clinical medication reviews with patients and produce recommendations for senior clinical pharmacist, nurses and/or GP on prescribing and monitoring. Attend multidisciplinary meetings as necessary   1. **Management of common/minor/self-limiting ailments**   Managing caseload of patients with common/minor/self-limiting ailments while working within a scope of practice and limits of competence. Signposting to community pharmacy and referring to GPs or other healthcare professionals where appropriate.   1. **Patient facing medicines support**   Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice.   1. **Risk stratification**   Identification of cohorts of patients at high risk of harm from medicines through pre-prepared practice computer searches. This might include risks that are patient related, medicine related, or both. Manage therapeutic drug monitoring system and recall of patients taking high risk drugs i.e. anticoagulants, anticonvulsants and DMARDs etc.   1. **Unplanned hospital admissions**   Review the use of medicines most commonly associated with unplanned hospital admissions and readmissions through audit and individual patient reviews. Put in place changes to reduce the prescribing of these medicines to high-risk patient groups.   1. **Medicine information to practice staff and patients**   Answers relevant medicine-related enquiries from GPs, other network staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines. Suggesting and recommending solutions. Providing follow up for patients to monitor the effect of any changes.   1. **Management of medicines at discharge from hospital**   To reconcile medicines following discharge from hospitals, intermediate care and into Care Homes, including identifying and rectifying unexplained changes and working with patients and community pharmacists to ensure patients receive the medicines they need post discharge. Set up and manage systems to ensure continuity of medicines supply to high-risk groups of patients (e.g. those with medicine compliance aids or those in Care Homes).   1. **Signposting**   Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology results, common/minor ailments, acute conditions, long term condition reviews etc.   1. **Repeat prescribing**   Produce and implement a repeat prescribing policy within each PCN practice. Manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates and flagging up those needing a review. Ensure patients have appropriate monitoring tests in place when required.   1. **Service development**   Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets).   1. **Information management**   Analyse, interpret and present medicines data to highlight issues and risks to support decision making.   1. **Medicines quality improvement**   Undertake clinical audits of prescribing in areas directed by the GPs, feedback the results and implement changes in conjunction with the relevant practice team.   1. **Medicines safety**   Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.   1. **Implementation of local and national guidelines and formulary recommendations**   Monitor practice prescribing against the local health economy’s RAG list and make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs). Assist practices in seeing and maintaining a practice formulary that is hosted on each practice’s computer system. Auditing practices’ compliance against NICE technology assessment guidance. Provide newsletters or bulletins on important prescribing messages.   1. **Education and Training**   Provide education and training to primary healthcare team on therapeutics and medicines optimisation.   1. **Care Quality Commission**   Work with the general practice teams to ensure the practices are compliant with CQC standards where medicines are involved.   1. **Public health**   To support public health campaigns. To provide specialist knowledge on all public health programmes available to the general public.  **Collaborative Working Relationships:**   * Participates in the PCN MDT. * Liaises with ICB colleagues including ICB pharmacists on prescribing related matters to ensure consistency of patient care and benefit. * Liaises with colleagues including ICB Pharmacists and Pharmacy Technicians on prescribing related matters to ensure consistency of patient care and benefit * Liaises with colleagues including ICB Pharmacists and Pharmacy Technicians Heads of Medicines Management/Optimisation to benefit from peer support. * Foster and maintain strong links with all services across the PCN and neighbouring networks. * Liaises with other stakeholders as needed for the collective benefit of patients, including:  1. Patients and their representatives 2. GP, nurses and other practice staff 3. Social prescribers, first contact physiotherapists, physicians associates and paramedics. 4. Community pharmacists and support staff 5. Other members of the medicines management (MM) team including pharmacists, Pharmacy Technicians and Dieticians 6. Locality / GP prescribing lead 7. Locality managers 8. Community nurses and other allied health professionals 9. Hospital staff with responsibilities for prescribing and medicines optimisation   **Professional Development**   * Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities. * Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety. * Work with your line manager to access regular ‘clinical supervision’, to enable you to deal effectively with the difficult issues that people present. * Review yearly progress and develop clear plans to achieve results within priorities set by others. * Participate in the delivery of formal education programmes. * Demonstrate an understanding of current educational policies relevant to working areas of practice and keep up to date with relevant clinical practice. * You will be employed through the Primary Care Network Contract DES funding and will either be enrolled in or have qualified from an accredited training pathway that equips the you to be able to practice and prescribe safely and effectively in a primary care setting (currently, the Clinical Pharmacist training pathway) in order to deliver the key responsibilities of the role. NHS England will be arranging a funding mechanism to allow all clinical pharmacists to access and complete an accredited training pathway that will equip you to achieve this.   **Behavioral Competencies and Skills**  **Expert Professional Practice**   * Demonstrates general pharmaceutical skills and knowledge in core areas * Is able to plan, manage, monitor, advise and review general pharmaceutical care programmes for patients in core areas, including disease states / long term conditions identified by local Pharmaceutical Needs Assessment * Demonstrates accountability for delivering professional expertise and direct service provision as an individuals * Demonstrates ability to use skills in a range of routine situations requiring analysis or comparison of a range of options * Recognises priorities when problem-solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate * Is able to follow legal, ethical, professional and organisational policies/procedures and codes of conduct * Is aware of 'Confidentiality: NHS Code of Practice' and application * Involves patients in decisions about prescribed medicines and supporting adherence as per NICE guidance Is committed to lifelong learning   **Leadership**   * Demonstrates understanding of the pharmacy role in governance and is able to implement this appropriately within the workplace * Demonstrates understanding of, and contributes to, the practice vision * Demonstrates ability to improve quality within limitations of service * Reviews last year’s progress and develops clear plans to achieve results * Demonstrates ability to motivate self to achieve goals   **Research and Evaluation**   * Demonstrates ability to critically evaluate and review literature * Demonstrates ability to identify where there is a gap in the evidence base * Demonstrates ability to generate evidence suitable for presentation at local level * Demonstrates ability to apply the research evidence base into working practice * Demonstrates understanding of the principles of research governance   **Equality and Diversity**   * Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity * Enable others to promote equality and diversity in a non-discriminatory culture * Support people who need assistance in exercising their rights * Be aware of and utilise surgery chaperoning policy as appropriate * Act as a role model in good practice relating to equality and diversity * Accept the rights of individuals to choose their care providers, to participate in care and or refuse care. Assist patients from marginalised groups to access quality care.   **Information Governance**   * Personal Computer system including internet activity which is utilised as a means of communication both internally and externally * The post-holder is responsible for, in concert with others, maintaining the accuracy of the Practice’s Clinical System (TPP SystmOne GP) * Must comply at all times with the Health and Safety policies, in particular following safe working procedures and reporting incidents using the organisations’ Incident Reporting Systems * Comply with the Data Protection Act (2018) and the Access to Health Records Act (1990). * The post holder is required to travel independently between work sites and to attend meetings etc. hosted by other agencies.   **Decision and Judgements**  The post-holder is required to use her/his own initiative when dealing with problems and to make any reasonable and necessary decisions on events as they occur, including:   * Establishing and maintaining effective lines of communication with the GPs, Practice Managers and Senior Clinical Pharmacist. * Communicating clearly and effectively with staff to aid the smooth running of the Practice. * Responding to requests or queries for support as they arise in an appropriate and timeous manner. * Prioritising workload and requests for support. * Making the most effective use of resources available. * Using judgement and experience in helping to determine the relevant urgency of or requests for information received from patients and other external organisations.   **Communication and Relationships**   * Internally with the GPs, Practice Manager and Senior Clinical Pharmacist to help ensure that practice aims and objectives are met. * Internally and externally with colleagues, healthcare professionals and others within the Primary and Secondary Care sectors with regard to the needs of the Practice and the needs of patients registered at the Member Practices of the Primary Care Network. * Externally with patients registered at the Member Practices.   **Job Description Agreement:**  This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider development within the organisation. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the surgeries and the Primary Care Network.  This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder. |

**PERSON SPECIFICATION**

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| **Factors** | **Description** | **Essential** | **Desirable** |
| **Professional Registration** | Mandatory registration with General Pharmaceutical Council  Membership of the Royal Pharmaceutical Society  Member of, or working towards, Faculty membership of the Royal Pharmaceutical Society | ✓ | ✓  ✓ |
| **Education / Qualifications** | * Pharmacy degree * Currently registered member of the General Pharmaceutical Council (GPhC) * Post-graduate clinical qualification, diploma level or higher * Evidence of recent CPD and/or other professional development * Independent Prescribing Qualification preferred– the network will support candidate to work towards an independent prescribing qualification and completion of the Clinical pharmacists in general practice education programme | ✓  ✓  ✓ | ✓  ✓ |
| **Experience** | * + At least 3 years’ post registration relevant experience   + Experience working in primary care with other healthcare professionals   + Experience in the care home sector * Experience of working with CCGs * Experience of providing evaluated drug information | ✓ | ✓  ✓  ✓  ✓ |
| **Personal Qualities & Attributes** | • Commitment to reducing health inequalities and proactively working to reach people from all communities  • Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders (including patients, senior and peer colleagues, and other professionals, other NHS/private organisations, e.g. CCGs)  • Is able to recognise personal limitations and refer to more appropriate colleague(s) when necessary  **•** Ability to identify risk and assess/manage risk when working with individuals  • Able to work under pressure and meet deadlines  • Demonstrates accountability for delivering professional expertise and direct service provision  • Able to provide leadership and to finish work tasks  • Ability to maintain effective working relationships and to promote collaborative practice with all colleagues  •Demonstrates personal accountability, emotional resilience and works well under pressure  • Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines  • High level of written and oral communication skills  •Ability to work flexibly and enthusiastically within a team or on own initiative  •Knowledge of and ability to work to policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Skills and knowledge** | * In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare * Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities * An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing * Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports * Able to plan, manage, monitor and review general medicine optimisation issues in core areas for long term conditions * Able to obtain and analyse complex technical information. * Able to gain acceptance for recommendations and influence/motivate/persuade the audience to comply with the recommendations/agreed course of action where there may be significant barriers * Able to identify and resolve risk management issues according to policy/protocol * Understand the principles of research governance | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Other Job Requirements** | * Willingness to travel within locality and group of practices * Use of own vehicle to travel where necessary * Good attendance record * Safeguarding and other mandatory training * Immunisation status * Meets DBS reference standards and has a clear criminal record, in line with the law on spent convictions | ✓  ✓  ✓  ✓  ✓  ✓ |  |