

## Bristol Practices

### Clinical Pharmacist

#### Job Description

**Responsible to:** Senior Partner  
**Hours of Work:** 6- 8 hours per week  
**Salary:** Dependent on experience

#### Job Description

To be responsible for implementing an effective medicine management system within the practice, including cost-effective prescribing, working as an independent prescriber, providing advice and support for both patients and colleagues. In addition, the post-holder will also support the multi-disciplinary team, in line with the strategic objectives of the practice and Swift PCN.

#### Primary Duties and Areas of Responsibility

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).
Repeat prescribing	Oversee and keep updated our practice repeat prescribing policy. Manage the repeat prescribing reauthorisation process by reviewing patient repeat prescriptions requests for their chronic conditions, reviewing authorisations reaching review dates and flagging up those needing a review to the GP.
Medication review	Undertake clinical medication reviews with patients and produce recommendations for the GP on prescribing and monitoring.
Care home medication reviews	Undertake clinical medication reviews with patients and produce recommendations for the GP on prescribing and monitoring. Work with care home staff to improve safety of medicines ordering and administration.
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.
Care Quality Commission	Work with the practice manager and GPs to ensure the practice is compliant with CQC standards where medicines are involved. Undertake risk assessment and management and ensure compliance with medicines legislation
Cost saving programmes	Undertake changes to medicines (switches) designed to save on medicine costs where a medicine or product with lower acquisition cost is now available.
Medicine information to practice staff and patients	Answers all medicine-related enquiries from GPs, other practice staff and patients with queries about medicines.

Medicines quality improvement	Undertake simple audits of prescribing in areas directed by the GPs, feedback the results and implement changes in conjunction with the practice team.
Training	Provide education and training to primary healthcare team on therapeutics and medicines optimisation.
Medicines safety	Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.

**Hartwood is an active member of SWIFT Primary Care Network, committed to delivering the new Network Contract Enhanced Service specifications. Your contract of employment will be with Hartwood Healthcare and you will be employed under the Primary Care Network Additional Roles Scheme. Below we list how your patient-facing role will help us to achieve the PCN objectives:**

### **Key responsibility**

### **Pharmacist activity to achieve this**

You will work as part of a multi-disciplinary team in a patient-facing role to clinically assess and treat patients using your expert knowledge of medicines for specific disease areas.	You would be joining a dedicated, friendly practice team. There are 10 part-time GPs (4 partners, 6 salaried doctors), 2 Practice Nurses who specialise in chronic disease management, 2 Treatment Room nurses and 3 HCAs. Our reception team navigate patients to the most appropriate sources of help.
You will take responsibility 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 long term conditions (in particular COPD and asthma) and people with learning disabilities or autism (through STOMP – Stop Over Medication Programme).	Looking after the patients with multimorbidity and complex medication regimes will be central to your role. These people are especially vulnerable when medication regimes are changed, for example following spells in hospital or Outpatient visits or when moving into the Nursing Home. Liaison over medication at these interfaces is critical to concordance and patient safety. We have about 200 patients using doset boxes on complex medication regimes.
You will provide specialist expertise in the use of medicines while helping to address both the public health and social care needs of patients in the network and help in tackling inequalities.	We have higher than average morbidities across the board, so the post will provide an exciting and rewarding opportunity to make a difference in one of the most disadvantaged areas in the country.
You will 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, while contributing to the quality and outcomes framework and enhanced services. Through structured medication reviews, you will support patients to take their medications to get the best from them, reduce waste and promote self-care.	Hartwood is committed to providing a high quality service and has always participated fully in the Quality and Outcomes framework and enhanced services. We would expect you to contribute to all of these with your skills in medicines management and in all our continuous quality improvement initiatives: practice-led or in conjunction with PCN or CCG.

<p>Clinical pharmacists will 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. The role has the potential to significantly improve quality of care and safety for patients.</p>	<p>Your focus on the interface between Primary and Secondary Care/Nursing Home will help with better access for patients and workload management.</p>
<p>You will develop relationships and work closely with other pharmacists across networks and the wider health system.</p>	<p>There is an active Pharmacist peer-support network in SWIFT PCN.</p>
<p>Clinical pharmacists will 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) and anticoagulation.</p>	

All staff at Hartwood Healthcare have a duty to conform to the following:

### **Equality, Diversity & Inclusion**

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

### **Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health

and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

### **Confidentiality**

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

### **Quality & Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

### **Induction Training**

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Deputy Practice Manager.

### **Learning and Development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

### **Collaborative Working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

### **Service Delivery**

Staff at Hartwood Healthcare must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

### **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

### **Professional Conduct**

At Hartwood Healthcare, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

### **Leave**

All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of Hartwood Healthcare days leave each year, and should be encouraged to take all of their leave entitlement.

## **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 take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

### **Personal Specification Practice Clinical Pharmacist**

<b>Criteria</b>	<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Professional Registration</b>	Mandatory registration with General Pharmaceutical Council <ul style="list-style-type: none"><li>• Membership of the Royal Pharmaceutical Society</li><li>• A member of or working towards Faculty membership of the Royal Pharmaceutical Society</li></ul>	E  E	  D	A
<b>Qualifications</b>	Masters degree in pharmacy (MPharm) <ul style="list-style-type: none"><li>• Clinical diploma</li><li>• Independent prescriber</li></ul>	E	 D	C  C C
<b>Skills knowledge and experience</b>	Minimum of 2 years post--qualification experience. <ul style="list-style-type: none"><li>• In depth therapeutic and clinical knowledge and understanding of the principles of evidence--based healthcare.</li><li>• An appreciation of the nature of GPs and general practices</li><li>• An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving</li></ul>	E  E  E	  D	A  I  I  I

	<p>prescribing</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, influencing and negotiating skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients)</li> <li>• Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions.</li> <li>• Good IT skills</li> <li>• Able to obtain and analyse complex technical information</li> <li>• Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate</li> <li>• Able to work under pressure and to meet deadlines</li> <li>• Produce timely and informative reports</li> <li>• 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</li> <li>• Work effectively independently and as a team member</li> <li>• Demonstrates accountability for delivering professional expertise and direct service provision</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>	<p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self-Motivation</li> <li>• Adaptable</li> <li>• Full Driving Licence</li> </ul>	<p>E</p> <p>E</p> <p>E</p>		<p>I</p> <p>I</p> <p>A</p>
<b>Assessment will take place with reference to the following information</b>				
<b>A = Application form    I = Interview    P = Presentation    T = Test    C = Certificate</b>				