

## Job description

<b>Job title:</b>	Clinical Pharmacist
<b>Reports to:</b>	Prescribing Support Service Lead Pharmacist
<b>Place of work:</b>	Clements Surgery and other sites in Haverhill

### Main Duties & Responsibilities

- Reviewing patients with single or multiple medical problems where medicine optimisation is required (e.g. diabetes, asthma). This may include reviewing the ongoing 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).
- Making appropriate recommendations to patients, Senior Pharmacists, GPs and other prescribers for medicine improvement.
- Undertaking clinical medication reviews with patients and carers and producing recommendations on prescribing and monitoring.
- Undertaking clinical medication reviews with house-bound patients and producing recommendations on prescribing and monitoring. Working with care home staff to improve safety of medicines ordering and administration.
- Undertaking person-centred reviews with patients and producing recommendations for prescribing, concordance and monitoring.
- Attending and referring patients to multidisciplinary case conferences.
- 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
- Providing patient facing clinics for those with questions, queries and concerns about their medicines in the practice

- Providing telephone and written advice for patients with questions, queries and concerns about their medicines, including online queries
- Answering relevant medicine-related enquiries from GPs, other practice 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 effects of any medication changes
- Reviewing the use of medicines most commonly associated with unplanned hospital admissions and re-admissions through audit and individual patient reviews.
- Putting in place changes to reduce the prescribing of these medicines to high-risk patient groups.
- Reconciling 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.
- Setting up and managing 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).
- Ensuring that patients are referred or signposted 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.
- Producing and implementing a safe and effective practice repeat prescribing policy and system.
- Managing 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.
- Ensuring patients have appropriate monitoring tests in place when required.
- Identification of cohorts of patients at high risk of harm from medicines through preprepared practice computer searches. This might include risks that are patient related, medicine related, or both.
- Contributing pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets).
- Analysing, interpreting and presenting medicines data to highlight issues and risks to support decision making.

- Undertaking clinical audits of prescribing in areas directed by the GPs, feeding back the results and implement changes in conjunction with the practice team.
- Implementing changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.
- Monitoring practice prescribing against the local health economy's formulary and make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs).
- Assisting practices in maintaining a practice formulary that is hosted on the practice's computer system.
- Auditing the practice's compliance against NICE technology assessment guidance.
- Providing newsletters or bulletins on important prescribing messages.
- Providing education and training to primary healthcare team on therapeutics and medicines optimisation.
- Working with the general practice team to ensure the practice is compliant with CQC and other regulatory and legal standards where medicines are involved.
- Supporting public health campaigns to provide specialist knowledge and advice.

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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The 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.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

## Organisation Structure Chart

