

## Job description

<b>Job title:</b>	Clinical Pharmacist
<b>Reports to:</b>	Senior Pharmacist
<b>Place of work:</b>	Clements Practice & Branch Sites, Haverhill

### Job Purpose

The post holder will act within their professional boundaries, supporting and working alongside a team of other clinicians in general practice, working as part of a multi-disciplinary team in a patient-facing role. The post holder will take responsibility for areas of chronic disease management within the practice and undertake clinical medication reviews to proactively manage patients with complex polypharmacy.

### Main Duties & Responsibilities

- To provide primary support to general practice staff with regards to prescription and medication queries.
- To deal with and process Econsult queries alongside the rest of the clinical team and to support the repeat prescription system, deal with acute prescription requests, and medicines reconciliation on transfer of care and systems for safer prescribing, providing expertise in clinical medicines advice while addressing both and social care needs of patients in the GP practice.
- To deliver clinical audits as per the requirements of the practice under the guidance of the senior pharmacist.
- To provide clinical leadership on medicines optimisation. The role is pivotal to improving care and operational efficiencies so requires motivation and passion to deliver excellent service within general practice.

### Primary Duties and Responsibilities

- **Patient facing long term condition clinic (Polypharmacy):**
  - To see (where appropriate) patients with single or multiple medical conditions where medicine optimisation is required (e.g. COPD, asthma).
  - To plan beforehand and review the ongoing need for each medicine. Review of monitoring needs and an opportunity to support patients with their medicines taking ensuring they get the best use of their medicines. Make appropriate recommendations to GP's or Nurse Practitioners for medicine improvement.

- **Patient facing clinical medication review:**
  - To undertake clinical medication reviews with patients and produce recommendations for Nurse Practitioners and/or GPs on prescribing monitoring. Where guided or in line with WSCCG formulary make amendments to patients current prescriptions.
- **Patient facing domiciliary clinical medication review:**
  - To carry out home visits to our local patient population suffering with chronic conditions and undertake clinical medication reviews with patients and produce recommendations for nurses and/or GPs on prescribing monitoring. Within remit make medication optimisation changes in line with local CCG formulary.
- **Attend and refer patients to multidisciplinary case conferences:**
  - Management of common/minor/self-limiting ailments
  - Signposting to community pharmacy and referring to GPs or other health care professionals where appropriate.
  - Recommendation of OTC products where possible and comprehensive knowledge of the CCG Homely Remedy Policy.
- **Medicine information to practice staff and patients:**
  - To answer relevant medicine related enquiries from GPs, other practice staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicine, suggesting and recommending solutions. Support the Dispensary team with medication enquiries and medication alternatives.
- **Unplanned hospital admissions**
  - To 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.
- **Risk stratification**
  - To identify 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.
- **Service development**
  - To contribute pharmaceutical advice for the development and implementation of new services that have medical components (e.g. advice on treatment pathways and patient information leaflets).
  - To implement local and national guidelines and formulary recommendations
  - To make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs).
  - Provide newsletters or bulletins on important prescribing messages.
- **Education and training**

- To provide education and training to members of the Practice team on changes to local formulary prescribing or provide Practice 'spotlight sessions' as and when required to develop staff skills.
- **Care quality commission**
  - To work with the general practice team to ensure the practice is compliant with CQC standards where medicines are involved.
- **Public health**
  - To support public health campaigns.
  - To provide specialist knowledge on all public health programmes available to the general public.
- **Collaborative Working Relationships**
  - To actively work towards developing and maintaining effective working relationships
  - To foster and maintain strong links with all services across locality
  - Demonstrate the ability to integrate general practice with community and hospital pharmacy teams
  - Liaise with CCG colleagues including CCG pharmacists on prescribing related matters ensuring consistency of patient care
  - Liaise with other stakeholders including but not limited to : Patients, GPs and other clinical staff, other health care professionals, locality / GP prescribing lead, community nurses and other allied health care professionals, community and hospital pharmacy teams and hospital staff with responsibilities for prescribing and medicines optimisation.
- **Health and Safety**
  - To work within the guidelines and policies of the Practice.
  - To ensure that statutory requirements are met at all times and to implement practice policy as directed by the Service Manager.
  - To ensure that safe systems of work are practiced and that the agreed Health and Safety policies are carried out.
  - To be aware of the responsibility of every employee to have regard for safety for themselves and others at work in the Health and Safety at Work Act.
  - To be conversant with the practice fire regulations.
- **Meetings**
  - To attend various practice meetings as required by the role and outlined in the practice meeting schedule.
- **Training and development**
  - To remain up to date with recent developments and personal CPD and maintain professional registration.
  - To participate in the education and training of students of all disciplines and the introduction of members of the practice staff where appropriate.

**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

