**Job Description**

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| 1. **JOB IDENTIFICATION**

SCO6-336 | Job Title | General Practice Foundation Pharmacist, Band 6 |
| Department(s)/Location | **Dundee, Perth and Kinross and Angus** |
| Number of Job Holders | Various |
| 1. **JOB PURPOSE**
* To deliver patient-focused clinical pharmacy services as a member of the multi-disciplinary team to patients in relevant general clinical specialties and to contribute to the provision of dispensary services (under the direction of the appropriate senior pharmacist).
* To assist in the co-ordination and development of pharmaceutical services to meet the needs of patients within the General Practice Clinical Pharmacy Service /Tayside hospital in accordance with identified local and national priorities, under the direction of the appropriate senior pharmacist.
* To undertake foundation training (or equivalent) to meet the core competencies described in the framework.
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| 1. **ORGANISATIONAL POSITION**
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| 1. **SCOPE AND RANGE**

The provision of clinical pharmacy services to patients from various hospital sites or GP practices on a rotational basis.The delivery of dispensing services as required as well as the necessary training requirements within other technical services areas to fulfil the requirements of the foundation training programme. The provision of pharmaceutical advice to patients, medical staff, nursing staff and other health care professionals and the provision of evidence based medicines information to enquiries received from patients, pharmacists and other healthcare professionals from general practice and secondary care. |
| 1. **MAIN DUTIES/RESPONSIBILITIES**

Within the job purpose, scope and range described above:1. Undertake foundation training (or equivalent) to meet the core competencies described in the framework.
2. Provide a patient-focused clinical pharmacy service through provision of planned, appropriate and timely pharmaceutical care in order to maximise benefit and minimise risk to patients from their medicines and assure smooth transition of care between care settings.
3. Critically evaluate and provide medicines information and therapeutic advice to all members of the health care team in order to optimise patient care, maximise benefit and minimise risk to patients from their medicines.

 1. Where required contribute to the provision of dispensing services through ensuring that all professional, ethical and legal requirements for the dispensing process are met and that patients are provided a safe, efficient and effective dispensing service.

Within the above main duties (1 – 4) the following principal activities may be performed on a daily or weekly basis:* 1. Provision of pharmaceutical care for individual patients including ensuring safe use, handling and administration of medicines (for example identifying drug interactions or medication errors), assessing drug effectiveness/response to therapy, review of medication, monitoring unwanted effects, discharge planning and providing patient/carer education. Provision of appropriate action such as recommendations to the prescriber to modify medication.
	2. Pharmaceutical assessment of in-patients on admission, including ascertaining reason for admission, medical history, drug history including allergies and any previous drug reactions, assessment of any patient’s own medication or compliance devices, ability to self-administer medication and compliance with medication.
	3. Facilitation and organisation of medicine supply for individual patients within the relevant specialties including resolving procurement or distribution issues.
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| * 1. Anticipation of potential pharmaceutical issues and prevention of these, for example reduction of medication errors through risk management processes.
	2. Maintenance of an accurate record of medication and pharmaceutical care issues identified, specific to the patient, including action taken and patient outcomes.
	3. Contribute to the discharge planning process and checking of discharge prescriptions for appropriateness, safety and accuracy.
	4. Encourage adherence by medical and non-medical prescribers and other healthcare professionals to prescribing policies and local guidelines, for example the Tayside Area Formulary.
	5. Provide accurate clinical and professional checking (and where required dispensing and technical checking) for all types of medication request (discharge prescriptions, out-patient prescriptions, in-patient medication, controlled drugs, clinical trials, unlicensed medication and extemporaneous medication) and resolve problems associated with these.
	6. Perform complex calculations when required, for example in order to check the accuracy of complex dosages and check the accuracy of products prepared.
	7. Participate in ward and pharmacy stock checks of controlled drugs and safely destroy controlled drugs when appropriate. Support controlled drugs governance in all areas.
	8. Respond appropriately to situations requiring urgent action for example drug alerts including those out of hours (where required).
1. Assist the senior pharmacist in monitoring medicines expenditure and analysis of prescribing trends. Where required review and update ward stock lists under the guidance of the appropriate principal/specialist pharmacist.
2. Participate in the implementation and development of services by the pharmacy department through evidence-based medicine, inter-disciplinary audit and development of Standard Operating Procedures under the direction of the principal/specialist/senior rotational pharmacist.
3. Undertake and assist senior pharmacists in practice research and development including multi-professional research and audit to improve standards of patient care.
4. Participate in formal and informal interdisciplinary and multidisciplinary education and training including pharmacy staff, in particular pharmacy students and pre-registration pharmacists. Participate in teaching of undergraduate medical students and pre-registration house officers on wards. Participate in education and training of nursing staff and other healthcare staff as required to meet service needs.

 1. Participate in the weekend working, public holiday, extended hours service and on-call services as required by the needs of the service.
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| 1. Contribute to the development and delivery of pharmaceutical components of clinical governance within the relevant clinical group(s) and actively contribute to the wider clinical governance agenda by adherence to legal and professional requirements and standards to assure the development and implementation of best practice.
2. Provide cover for colleagues for example for annual leave, study days and meetings.

As a guide, the proportion of time spent on these tasks is as follows:Clinical Care 80%Training and Development 20%  |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**

The need for good interpersonal and communication skills is essential including written, electronic, verbal and presentation skills both formal and informal.The post holder will be required to influence prescribing in medical and non-medical prescribers.The post holder must communicate effectively and have the ability to adapt communication skills to meet the needs of the patient and their representatives (e.g. families and carers), some of who may have barriers to understanding or communication (e.g. learning difficulties, language barriers, sensory impairment, confused, elderly and frail patients). Diplomacy, tact and empathy need to be used as well as an ability to convey complex and sensitive information.The post holder will be required to support, reassure, encourage and guide patients/carers and other healthcare staff in the prescribed treatment e.g. counselling patients/carers on the use of their medicines, inhalers and other medication delivery devices. The post holder will seek to gain concordance with the patient on their agreed medicines use.The post holder will document recommendations/interventions made on medicines use/treatment plans appropriately in the patient’s ‘Pharmaceutical Care Plan’ and/or in the patient’s medical notes.The post holder will be required to negotiate with their colleagues, and other healthcare professionals.The post holder should be confident in providing advice regarding medicines use.InternalTo continue the seamless care of patients, communication with pharmacists, pharmacy staff and members of the multidisciplinary team is essential. ExternalTo ensure continuity of care when patients are transferred between different areas of the health care system. Interaction is required with community pharmacists, practice pharmacists, primary care pharmacists, general practitioners, relatives, district nurses and other relevant professionals. |

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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Practicing Membership of the General Pharmaceutical Council (GPhC), requiring a first degree of MPharm or equivalent and completion of foundation training programme.The post holder will participate in the post-registration foundation training programme or equivalent and undertake further education to expand their knowledge in the relevant clinical areas.The post holder must meet the requirements for Continuing Professional Development set out by the GPhC - (i.e. continually participate in activities that contribute to professional development and support revalidation). |
| 1. **SYSTEMS AND EQUIPMENT**

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. The post holder will be required to operate all basic office equipment including a computer, and be proficient in using standard Microsoft Office packages, internet search facilities, medical databases, and general practice clinical systems and may be required to use specialist programmes such as prescribing analysis databases, a pharmacy medicine labelling and issuing system, an anticoagulant monitoring system, a laboratory result system, and a chemotherapy prescribing system.The post holder will be required to handle and analyse various types of data and good numeracy skills are required.The post holder will be required to formally present information requiring audiovisual aids and computer links.Knowledge and familiarity on the use of clinical pharmacy documentation and patients notes is essential to communication and ensuring a high quality of patient care.Knowledge and familiarity with dispensary systems and procedures is essential in ensuring the safe and effective provision of dispensing services.Knowledge, familiarity and use of departmental procedures are required. Procedures that the post holder will be required to comply with include: The Safe and Secure Handling of Medicines, Clinical Governance, Information and IT security, Risk Management, Health and Safety, the Infection Control Policy and departmental security.  |
| 1. **PHYSICAL DEMANDS OF THE JOB**

Physical effort - The post holder is required to stand for long periods while performing prescription and medication checks.The post holder is also required to meet deadlines for collection of prescriptions/orders on a daily or weekly basis and is therefore subjected to time pressures throughout the day. The post holder may therefore required to walk large distances between different clinical areas and the pharmacy department in a timely manner.Mental effort – Intense concentration for short periods of around 15 minutes at a time over approximately 2 hours is required for example while providing dispensing services. This includes checking medication, drug dosage calculations and aseptic products including surface area dosage calculations.The post holder is required to concentrate for periods of approximately 2 hours while producing reports, performing literature research, analysing and reporting data.The post holder must be capable of effective problem solving in order to offer practical solutions to often difficult and unique problems/situations.The workload is subject to constant interruption. Work is not always predictable as priorities change at very short notice according to the needs of the service/management. Requests for formal/informal advice are frequent by email, telephone, pager and in person. Workload has to be prioritised constantly throughout the day.Working conditions- While providing aseptic dispensing wearing of a hat, mask, overshoes and overall is required while checking products. Emotional effort – There is need for empathy and composure when dealing with complex individual patient needs, carers and other staff members. |
| 1. **DECISIONS AND JUDGEMENTS**

The post holder is expected to use their initiative to act decisively and autonomously in their professional capacity, being accountable for their actions, under guidance from their appropriate principal/specialist pharmacist. They will have to recommend and implement care plans for individual patients guided by local policies and procedures. Typical decisions include clinical decisions regarding medication for individual patients, using evidence-based medicine including local and national guidelines.Work is generally assigned on a weekly basis with the post holder responsible for the organisation of their workload in conjunction with their overall line manager if appropriate. During normal working hours the post holder can seek advice from their principal/specialist pharmacist or other senior colleagues.The post holder is expected to participate in the development and delivery of pharmacy and NHS Tayside policies, under guidance from their specialist/lead pharmacist.The post holder is expected to interpret clinical data from clinical trials, published papers and other sources. They are expected to present the information in an appropriate manner to the relevant healthcare professional(s) under guidance from their specialist/lead pharmacist. |
| The post holder is expected to make professional judgements that they may have to defend to their peers and/or The General Pharmaceutical Council.A training plan is jointly agreed with the appropriate Tutor/Educational Supervisor and the post holder in accordance with the competencies defined in the appropriate training programme. Progress review and appraisal of performance is undertaken with the assigned Tutor on a monthly basis. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Prioritisation of workload (individually and with others). The need for high levels of concentration through constant interruptions.
* Communicating at appropriate levels with a broad range of people (various levels of staff and patients) in order to convey complex information.
* Successfully completing the foundation framework training scheme.
* Influencing and encouraging appropriate prescribing in an effective way.
* When working at weekends, have reduced access to support from colleagues and have delegated responsibility for the pharmacy service provided and departmental security.
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| 1. **JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each postholder to whom the job description applies. |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |