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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: General Practice Clinical Pharmacist Responsible to: Principal Pharmacist, Pharmacotherapy Department(s): Medicines Utilisation Unit Directorate: Pharmacy Operating Division: Pharmacy Services Job Reference: No of Job Holders: Last Update: October 2017 |

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| 2. JOB PURPOSE |
| The post-holder will support the delivery of safe, clinically effective and cost effective prescribing by:* Providing GP practice based clinical audit and patient facing medication reviews on specific topics promoting high quality prescribing with a focus on improving cost-effective prescribing and supporting the Prescription for Excellence agenda.
* Providing expert advice on prescribing and medicines use in a broad range of therapeutic areas and clinical settings, to GPs, nurses, other healthcare professionals and non clinical professionals.
* Providing advice for patients and/or carers regarding medicines-related issues or treatment of minor ailments, signposting to other healthcare professionals where appropriate
* Developing, implementing and evaluating a range of processes to ensure successful implementation of NHS Ayrshire & Arran prescribing strategies and policies.
* Developing the General Practice Clinical Pharmacist’s role. Where qualified and competent to do so, this may include:
	+ Prescribing and de-prescribing in response to changes in patients’ condition, e.g. as part of chronic disease management clinic or polypharmacy medication review
	+ Medicines reconciliation following hospital discharge or attendance at outpatient clinic
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| **3. DIMENSIONS** |
| * Primary care settings in NHS Ayrshire & Arran including GP practices and other community settings including clinics, care homes and patients’ homes.
* Works as part of the wider Medicines Utilisation Unit, which provides prescribing advice and information on the use of medicines to all practitioners within primary and secondary care.
* Undertakes prescribing in accordance with legislative framework.
* Links with local stakeholders within primary care.
* Links with other members of the Medicines Utilisation Unit (MUU).
* Supervise and teach pharmacists, pre-registration pharmacists and technicians.

In addition to the specific responsibilities outlined in this job description, the post holder will be expected to fulfil all of the basic pharmacist competencies required as part of registration with the General Pharmaceutical Council of Great Britain. The post holder will be required to act at all times in accordance with medicines and Health & Safety legislation (e.g. Medicines Act 1968, Misuse of Drugs Act 1971, Poisons Act 1972, Control of Substances Hazardous to Health Regulations 2002) and professional obligations as outlined in the Standards of conduct, ethics and performance.  |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The function of the pharmacy service is to develop and deliver integrated patient focused pharmaceutical care, which meets the present and anticipated needs of the population of NHS Ayrshire & Arran in accordance with the Local Health Plan and national strategies. The intention of the service is to link all branches of the profession in order to better co-ordinate pharmaceutical care for patients and members of the public. The focus is on active participation in and contribution to multi disciplinary, multi professional and multi agency teams in a fully integrated manner. The main responsibilities are :* The development and operational delivery (managed services) of pharmaceutical care across NHS Ayrshire & Arran.
* The provision of expert advice on pharmaceutical matters to the NHS Board, Healthcare Directorates, senior managers and prescribers.
* The provision of support regarding the development of Community Pharmacy
* The implementation of robust clinical, corporate and staff governance systems to minimise risk and assure patient and staff safety and well being.
* The promotion of safe and cost effective prescribing taking into account the clinical needs of individual patients.
* The integration of services based on patients and integrated care pathways not boundaries.
* The provision of support for the work of the Drug & Therapeutics Committees including the provision of educational support to a wide audience.
* Ensuring that all aspects of the managed service comply with all statutory and quality standards.
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| 6. KEY RESULT AREAS |
| 1. **MAIN DUTIES AND RESPONSIBILITIES**

**Provision of Specialist Knowledge & Advice****GP Practices / prescribing audits and patient facing reviews:*** Responsible for the planning, organisation and formulation of short or long term complex prescribing management activities after negotiation with GP practice staff. This includes regular evaluation and strategy adjustment in response to changing priorities.
* Challenge current prescribing behaviour and influence future prescribing practice and be able to justify decisions where conflicting information/evidence is available to individuals who may hold alternative or hostile views.
* Promptly and efficiently answer highly complex prescribing and medicines use queries from clinical, non-clinical staff and patients relating to prescribing and medicines use.
* Identifies inadequacies in GP practices repeat prescribing systems and provide expert advice to promote accurate clinical and administrative record keeping reduces patient risk and minimises waste.
* Advises practices on the safe and effective development and implementation of practice policies and protocols relating to clinical and cost effective prescribing e.g. chronic disease management, prescribing indicators.
* Identifies and agrees the focus and duration of practice based work with Practices, the Principal Pharmacist, Pharmacotherapy and in conjunction with locality based Prescribing Adviser.
* Responding to medication requests from patients, community pharmacies and other healthcare professionals, assessing appropriateness in light of medical history, current medication, relevant monitoring and generating prescriptions where appropriate
* Using clinical judgement/decision making skills deliver clinical medication reviews and chronic disease management to a wide range of patient groups within GP practices and other clinical settings as required e.g. patients home. This involves the interpretation of highly complex clinical information to aid the development of individualised clinical management plans
* Provision of pharmaceutical expertise to carry out medicines reconciliation in response to Immediate Discharge Letters, clinic letters, and other communication from secondary care.

**As a Pharmacist Independent prescriber (where relevant):** * Undertake a clinical role in GP practice and use independent prescribing skills in medicines management
* Directly implement changes to patients’ medicines through practising safely and effectively as an independent prescriber. This involves accepting full responsibility for prescribing within the appropriate legal framework.
* Clearly and concisely document clinical management plans, subsequent actions taken (including prescribing) and patient outcome in shared medical records
* Undertake appropriate patient assessments as agreed in clinic protocols e.g. blood pressure monitoring, venepuncture, peak flow readings
* To establish case load management for patients with Long Term Conditions (LTC) as part of the GP practice Multi-disciplinary team e.g. care home patients, patients with chronic pain and patients identified with inappropriate polypharmacy.
* To initiate and assess an episode of patient contact independently including; assessment, diagnosis (diagnosis may already be known) and treatment, acting at all times within the limits of the individual’s confidence and competence
* To ensure appropriate monitoring and review of patients following on from the initial consultation as appropriate.
* To be accountable and take full clinical and professional responsibility for the prescribing decisions made.
* To refer to other appropriate professionals whenever the scope of an episode of patient care exceeds the individual’s level of competence

**Information Collation & Analysis:*** Collate, analyse and interpret prescribing data stored in PRISMs (Prescribing Information System) database to generate individualised and standard reports/presentations for prescribers & MUU.
* Regularly update reports to facilitate monitoring of changes to prescribing practice and provide written and verbal reports on the findings to individual practices & MUU.
* Appraise, interpret and compare complex clinical literature, trials, protocols, clinical guidelines, published research and budgetary information to ensure tailored specialist medicines and pharmaceutical information is provided.
* Supports the development and implementation clinical audits for both personal and MUU wide use. This requires a good understanding of how clinical information is coded and documented in GP practice paper and electronic health records. Interpretation of clinical information is required to enable data collection fields to be completed in a standardised and consistent manner.
* Promotes and contributes to the identification, collation and analysis of data collected in support of NHS Ayrshire &Arran prescribing policies & guidelines.

**Clinical Governance:*** Maintains an up to date clinical knowledge across common therapeutic areas accounting for the majority of prescribing in primary care and a highly specialist clinical knowledge in relation to specific projects and initiatives e.g. heart failure, diabetes, pain, depression.
* Advises on legal and ethical aspects of prescribing and the clarity and accuracy of prescriptions e.g. legal requirements for controlled drugs.
* Actively contributes to the development of a clinical governance framework which needs to evolve around the introduction of new interventions and patient care services.
* Undertakes the necessary training and maintains competencies to practice safely the techniques of clinical assessment of patients in relation to areas of activity.
* Undertakes and records details of regular postgraduate education and continuing professional development, to meet the CPD requirements for continued registration with the General Pharmaceutical Council.
* Directly respond to patients, GPs and other service users in a sensitive and tactful manner to address any concerns/comments following input and negotiate a satisfactory and appropriate outcome.
* Initiates, undertakes, or guide others, in audit and research within their specified clinical speciality in line with the national standards and frameworks in order to maintain standards and develop the service.
* Implements all local policies and procedures in accordance with corporate, clinical and staff governance.

**Education & Training:*** Evaluates the impact of educational outreach support using pre-defined outcome measures and feed this back to prescribers and practice staff, addressing further learning needs as necessary. Outcomes may be measured from prescribing data, clinical audit or GMS contract data.
* Prepares and delivers presentations to a range of other healthcare professionals from primary and acute care and various public groups, on a variety of topics relating to prescribing and medicines use. These groups will have a scaled understanding of the topics and the post holder will be required to adapt the presentation accordingly in order to answer ensuing questions.
* Contributes to the development and delivery of clinical education & training sessions for members of the prescribing support team e.g. preparation and delivery of oral presentations, workshop facilitation.
* Participates in MUU team business meetings and peer review to share working practice, identify clinical education needs and support practice governance.
* Contributes articles & information to prescribing bulletins on prescribing and pharmaceutical matters.
* Undertakes statutory and mandatory training.
1. ***General***

The post-holder may be required to maintain a relevant pharmacy practice commitment, depending on their own experience and service need. |

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| 7a. EQUIPMENT AND MACHINERY |
| * Laptop/Desktop computer/Scanners/Printers/Fax
* LCD Projector
* Mobile Phone
* Equipment for clinical assessment e.g. Peak Flow meter, Blood Pressure monitors
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| **7b. SYSTEMS** |
| * Uses office for generation and use of word documents, bulletins, excel spreadsheets, power point presentations and access databases. All used extensively in the production, analysis, interpretation and presentation of prescribing information.
* Uses e-mail for communication and the Intranet/Internet/e-library to access a wide range of clinical, medical & pharmaceutical databases and publications. The post-holder must be competent in the techniques of literature searching and critical appraisal to identify specific resources and information.
* The post-holder should be familiar with core medical and pharmaceutical reference books, journals and local medicines information specialist departments.
* Post-holder must be competent in understanding and extracting prescribing information from PRISMS database. They have to be able to run standard queries and develop tailored queries to obtain the relevant information. They are also required to present this information in a variety of formats and export and manipulate in other software e.g. Microsoft excel.
* The post-holder must be competent in the use of patient’s paper and electronic medical records, being able to locate and extract relevant clinical and administrative information. A sound understanding of the main electronic software is essential and the post-holder must be prepared to learn about other electronic systems when they come across them in post. This will include knowledge of GP clinical systems (EMIS and INPS Vision)
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post-holder is managed by the Principal Pharmacist, Pharmacotherapy * Works autonomously against objectives agreed with the Principal Pharmacist, Pharmacotherapy in conjunction with the HSCP Prescribing Adviser/Advanced General Practice Clinical Pharmacist.
* Workload will be mainly self-generated, influenced by individual patient needs and local prescribing strategy.
* Accountable for own professional practice and outcomes - guided by legislation, national and local protocols, local formulary.
* Professionally accountable for personal decisions taken regarding individual patients.
* (Where relevant) as an independent prescriber to act at all times in accordance with local and national policies frameworks and legislation pertaining to the role of a Pharmacist prescriber
* Will plan and prioritise own workload as directed by HSCP Prescribing Adviser /Advanced General Practice Clinical Pharmacist

The Prescribing Adviser/Advanced General Practice Clinical Pharmacist carries out formal performance review meetings for this post.The job description will be reviewed regularly in collaboration by management and post-holder. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post-holder will be expected to exercise their own discretion on how to provide the service taking account of local and national policies and to seek line management support as required.
* The post-holder is expected to anticipate problems/needs and resolve these in a proactive, independent manner.
* The post-holder is professionally accountable for his/her own actions in advising and influencing nurses, medical staff and other healthcare professionals regarding the treatment of individual patients on a daily basis e.g. monitoring and adjusting doses for drugs with a narrow therapeutic index or in patients with renal impairment.
* Plans and prioritises own workload.
* The post-holder will be expected to assist the Principal Pharmacist, Pharmacotherapy in developing the service taking into account the needs of the service users, in accordance with published guidance and building on their own experience.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Taking responsibility and being accountable for independent clinical decisions and being able to justify decisions made.
* Positively influencing and changing prescribing practice of GPs and other prescribing health professionals in the use of medicines by patients in order to improve the quality of patient care and where appropriate the cost effectiveness of prescribing.
* Providing a high standard of pharmaceutical care to individual patients with professional responsibility for clinical and prescribing decisions.
* Build effective relationships within and out with practices to facilitate delivery of the NHS Ayrshire & Arran prescribing strategy.
* Keeping up to date with a rapidly changing knowledge base.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| In support of our core purpose of Working together to achieve the healthiest life possible for everyone in Ayrshire and Arran we are committed to a culture that is Caring Safe and Respectful. The post holder is required to work collaboratively in a safe, caring and respectful way.In addition* The post-holder is expected to communicate on a daily basis with GPs, nursing and administrative staff, community pharmacist and patients, using different methods of communication such verbal and written, as appropriate to the situation.
* Information received and communicated will occasionally be highly complex and sensitive, including the need to interpret clinical trial data in a rapidly changing research environment.
* The post-holder requires excellent interpersonal skills to motivate staff and communicate with a wide range of people.
* Teaching, presentation and mentoring skills, at local and national level, are necessary to fulfil the role of developing and supporting staff in an often stressful and changing environment.
* There will be regular indirect and direct contact with patients at an individual / clinical level regarding information about their medicines both face to face and via the telephone helpline.
* The post-holder will present at training sessions and seminars to specific patient groups, and other members of the health care team including pharmacy staff, undergraduate medical students, and junior doctors and nursing staff.

Internal Communications External Communications* GPs Pharmacy Industry
* Nurses Undergraduate and postgraduate students
* Practice based administrative staff
* Patients and their carers
* Other pharmacists and technicians
* Other healthcare staff
* NHS Ayrshire & Arran Medicines Utilisation Team

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **PHYSICAL EFFORT / SKILLS:*** Computer keyboard skills used on a daily basis.
* Lifting and handling skills used occasionally to lift and move boxes and containers.
* Standing for periods of time to perform checks on dispensed prescriptions.
* Walking between wards and the pharmacy (occasional).

**MENTAL EFFORT / SKILLS:*** Frequent periods of concentration required when reviewing prescribed medicines, counselling patients or performing checks on dispensed items where an undetected error could result in serious patient harm.
* Occasional periods of prolonged concentration required when carrying out complex calculations, analysing/ interpreting highly complex data and interpreting or appraising reports or documents.
* Tasks are frequently interrupted to deal with queries or requests for advice that have to be dealt with immediately.
* Requirement to concentrate continuously and apply mental attention at all times.
* A high degree of speed, accuracy and attention to detail is expected in all duties.
* Requires confidence to contribute and lead in clinical settings.

**EMOTIONAL EFFORT / SKILLS:*** Frequent direct contact with patients (and their carers) who are often suffering very serious or terminal disease and who may be emotionally distressed.
* Conflicting demands and pressures from individuals and groups.
* Dealing with ethically challenging enquiries on use of medicines from members of public, police and complaints officer and claims officer.

**WORKING CONDITIONS:*** Potential exposure to toxic pharmaceutical materials.
* Occasional direct patient contact involving exposure to environmental risk at ward level.
* Regular VDU user.
* Occasional risk of verbal or physical abuse from patients or their carers.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
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| **Qualifications:**  |
| Masters of Pharmacy Degree *or equivalent*. Member of the General Pharmaceutical Council of Great Britain (*including evidence of continuing professional development*). Vocational Training (Level 2) or training experience to an equivalent level.  |
| Practice Certificate in Pharmacist Prescribing (***Desirable****)*  |
| Postgraduate Diploma in Clinical Pharmacy (*or demonstrable evidence of clinical knowledge equivalent to that level)*  (***Desirable)****.* Member of Professional Body (e.g.Royal Pharmaceutical Society) (***Desirable****)*  |
| **Experience:** |
| Relevant pharmacy experience. Experience in primary care pharmacy.  |
| Good interpersonal skills.  |
| Full Driving Licence.  |
| Planning and organisational skills. |
| Ability to work autonomously.  |
| Ability to work effectively as part of a team, in a pharmacy and multi-disciplinary environment.  |
| **Knowledge:** |
| Required to demonstrate a highly specialised level of clinical pharmacy knowledge, skills, clinical reasoning and judgement.  |
| Requires advanced arithmetic skills.Computer literate with knowledge of information technology.Critical appraisal skills. |
| Good knowledge and understanding of relevant standards and guidelines. |
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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |