Crawley Care Collaborative Primary Care Network

Senior Clinical Pharmacist

Job Description and Person Specification

Responsible to:
Clinical Lead GP & Practice Managers

Accountable to:
Clinical Lead GP

Base:
Will work equally across the four network practices as detailed below as well as time dedicated to training and networking. Main practice base to be confirmed on appointment

Band/Salary:
Up to £55,000 depending on experience

Job Summary:
Alliance for Better Care Ltd (ABC) is the federation of 44 GP practices in Crawley, Horsham-& Mid Sussex and East Surrey, and now comprising of fourteen Primary Care Networks.
ABC provides employment and management support to the Crawley Care Collaborative Network PCN comprising the following four practices:

Practice	List Size
Bridge Medical Centre	10644
Langley Corner Surgery	11381
Leacroft Medical Practice	10582
Southgate Medical Group	9685

The post-holder will work across the practices and will be assigned a lead clinical and operational contact for each practice. ABC as employer will provide support and ensure access to the NHS England training programme as well as a local network of Clinical Pharmacists working in general practice. There are already clinical pharmacists working in some of the practices and depending on recruitment the postholder will work with junior clinical pharmacists providing support and mentorship.

This post is part of the Additional Roles Reimbursement Scheme for PCNs funded by NHS England and includes funded access to the Clinical Pharmacist Training Pathway for any further modules required to complete the pathway.

The post-holder is a very experienced pharmacist and the salary has been set to reflect this. The post-holder will work 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, especially for older people, people in residential care homes and those with multiple co-morbidities.

The post-holder will provide primary support to general practice staff with regards to prescription and medication queries. They will help support the repeat prescriptions system, deal with acute prescription requests, medicine reconciliation on transfer of care and systems for safer prescribing, providing expertise in clinical medicines advice while addressing both public and social care needs of patient in the GP practices.

The post-holder will provide clinical leadership on medicines optimisation and quality improvement, manage some aspects of the quality and outcomes framework (QOF) and enhanced services and contribute to the delivery of the local medicines optimisation strategy.

The post holder will ensure that the practices liaise with community and hospital pharmacy to help utilise skill mix, improve patient outcomes, ensure better access to healthcare and help manage workload. The role is pivotal to improving the quality of care and operational efficiencies so requires motivation and passion to deliver excellent service within general practice.

Primary Duties and Areas of Responsibility

From Start of Post	
Patient facing long-term condition clinics	See patients in multi-morbidity clinics and in partnership with primary healthcare colleagues and implement improvements to patient's medicines, including de-prescribing. Manage own case load and run long-term condition clinics (e.g. hypertension, coronary heart disease, atrial fibrillation, diabetes). Review the on-going need for each medicine to ensure they get the best use of their medicines (i.e. medicines optimisation). Support achievement of relevant QOF targets.
Patient facing Clinical Medication Review	Undertake clinical medication reviews with patients with multi-morbidity and polypharmacy and implement own prescribing changes (as an independent prescriber) and order relevant monitoring tests.
Patient facing care/residential home clinical medication reviews	Future potential to manage own caseload of care home residents. Support and work with CCG Medicines Management (MM) Team to undertake clinical medication reviews with patients with multi-morbidity and polypharmacy and implement own prescribing changes (as an independent prescriber) and order relevant monitoring tests.
Patient facing medicines support	Provide patient facing clinics for those with questions, queries and concerns about their medicines in the practice.
Telephone medicines support	Provide telephone support for patients with questions, queries and concerns about their medicines.
Medicine information to practice staff and patients	Act as a source of medicines information for all of the practice team and patients, (such as around doses, side effects, adverse events, possible alternatives, i.e. around out of stocks). Suggesting and recommending solutions.
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). Work in partnership with hospital and local provider colleagues (e.g. care of the elderly doctors and clinical pharmacists) to proactively manage patients at high risk of medicine related problems before they are discharged to ensure continuity of care.
Managing of common/minor/self-limiting ailments	Managing caseload of patients with common/minor/self-limiting ailments while working within scope of practice and limits of competence. Signposting to community pharmacy and referring to GPs or other healthcare professionals where appropriate.

Differential/un-differential diagnosis	Manage own caseload for patients and diagnose people with long term ailments while remaining within scope of practice and limits of competence. Referring to GP and/or other healthcare professionals where appropriate
Signposting	Ensure that patients are referred to the appropriate healthcare professional for the right care. Ensuring that the addition of the pharmacist to the clinical team results in a reduction in workload for other clinicians.
Unplanned Hospital Admissions	Work with case managers, multidisciplinary (health and social care) review teams, hospital colleagues and virtual ward teams to manage medicines--related risk for readmission and patient harm. Put in place changes to reduce the prescribing of these medicines to high--risk patient groups.
Repeat prescribing	Produce and implement a practice repeat prescribing policy in line with the recommendations from the Medicines Management Team (MMT), implement the practice's repeat prescribing policy. Manage 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. Ensure patients have appropriate monitoring tests in place when required.
Medicines Safety	Identify national and local policy and guidance that affects patient safety through the use of medicines, including MHRA alerts, product withdrawals and emerging evidence form clinical trials. Manage the process of implementing changes to medicines and guidance for practitioners.
Frailty	Take a leading role in the contractual requirements to support frail patients with their medication including medication review and patient identification (i.e. patients with problematic polypharmacy)
Implementation of local and national guidelines and formulary recommendations	Work with CCG MMT to implement local and national guidelines including NICE etc. Liaise with hospital colleagues where prescribing needs to be returned to specialists.
Education and Training	Provide education and training to primary healthcare team on therapeutics and medicines optimisation. Provide training to visiting medical, nursing, pharmacy and other healthcare students where appropriate.
Care Quality Commission	Work with the general practice team to ensure the practice is compliant with CQC standards where medicines are involved. Undertake risk assessment and ensure compliance with medicines legislation.
Public Health	To support public health campaigns. To provide specialist knowledge on all public health programmes available to the general public.

Role May Evolve to Include	
Patient facing domiciliary/home visits	Manage own caseload of vulnerable housebound patients at risk of hospital admission and harm from poor use of medicines. Implement own prescribing changes (as an independent prescriber) and ordering of monitoring tests. Attend and refer patients to multidisciplinary case conferences. Identifying key areas of need for vulnerable patients and formulating care plans.
Medicines Quality Improvement Programme	Working with colleagues, identify and provide leadership on areas of prescribing and medicines optimisation. Conduct clinical audits and medicine optimisation projects or work with colleagues such as GP registrars, practice managers etc., feedback the results and implement changes in conjunction with the practice team. Present results and provide leadership on suggested changes. Contribute to national and local research initiatives.
Telephone Triage	Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology test results, common/minor ailments, acute conditions, long term condition reviews etc

Special Working Conditions

The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies.

The post-holder may have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice and therefore should be immunised against common infectious diseases and Hepatitis B

Health Clearance

Health clearance is required for this appointment. Applicants must complete an Occupational Health questionnaire and if required attend for a consultation prior to appointment.

Disclosure and Barring Service Checks

A Disclosure and Barring Service check and disclosure will be required before appointment for all posts with access to children or vulnerable adults or where the post holder has access to patient information.

Confidentiality and Disclosure of Information

In the course of your normal work you will come into possession of confidential information concerning patients, ABC and its staff. This information should always be treated according to the practice's and ABC's confidentiality policies. Any inappropriate disclosure may be subject to disciplinary procedures.

Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and ABC endorses the principle that these must be raised in a responsible and appropriate manner, and in accordance with the Raising Concerns at Work Policy.

Data Quality/Security

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

Acceptance of Gifts and Hospitality

The conduct of staff in the health service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

Codes of conduct and professional standards

All staff must adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. It is the post holder's responsibility to ensure they are familiar with these requirements and maintain their professional membership to the relevant body.

Risk (managerial and supervisory staff only)

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in ABC's Risk Management Policy.

Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with ABC and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

Personal Property

ABC is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

Equal Opportunities

Equality of opportunity is an integral part of ABC's recruitment and selection process and recruiting managers must ensure that they comply fully with ABC's Equality & Diversity Policy. ABC aims to ensure equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex or sexual orientation.

No Smoking / Vaping

Smoking or Vaping by staff, patients and visitors, will not be permitted anywhere on ABC or practice premises.

Security

Staff must wear their identity badge at all times to assist in maintaining the security of the organisation; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to your line manage.

Safeguarding children and vulnerable adults

ABC as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced Disclosure and Barring Service (DBS) check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

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.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

Person Specification: Senior Clinical Pharmacist

Criteria	Description	Essential	Desirable	Method of Assessment
Professional Registration	• Mandatory registration with General Pharmaceutical Council • Membership of the Royal Pharmaceutical Society • A member of or working towards Faculty membership of the Royal Pharmaceutical Society	E	D D	A
Qualifications	• Masters degree in Pharmacy (MPharm)or equivalent • Clinical diploma • Independent prescriber (ideally diabetes and/or cardiovascular)	E E	D	A A A
Skills and knowledge	• Minimum of 5 years post qualification experience • Minimum of 2 years working at 8a level of equivalent • In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare • An appreciation of the nature of GPs and General Practice • An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing • Excellent interpersonal, influencing and negotiating skills • Excellent written and verbal communication Skills • Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients) • Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions.	E E E E E E E E		A I I I I I I A

	• Good IT skills • Able to obtain and analyse complex technical information • Recognise priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate • Able to work under pressure and to meet deadlines • Produce timely and informative reports • 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. • Work effectively independently and as a team member • Demonstrates accountability for delivering professional expertise and direct service provision	E E E E E E E		I I I I I I I
Other	• Self-motivation • Adaptable • Full driving licence	E E E		I I A
E=essential D=desirable A=application I=Interview				