



**Solihull  
Healthcare  
Partnership**

**Document ID:**

HR03-03

**Issue Date:**

8 January 2020

**Revision:**

1

**Job Description**

**Approved by:**

HR

**Job title:**

**Clinical Pharmacist**

**Responsible to:**

**Senior Clinical Pharmacist**

### **1. Job Role / Purpose:**

The post holder will work within their clinical competencies as part of a multi-disciplinary team to provide expertise in clinical medicines management, provide face to face structured medication reviews, manage long term conditions, management of medicines on transfer of care and systems for safer prescribing, manage repeat prescription authorisations and reauthorisation, acute prescription request, while addressing both the public health and social care needs of patients in the GP practice.

The post holder will perform face to face medication review of patients with polypharmacy especially for older people, people in residential care homes and those with multiple co- morbidities. The post holder will provide leadership on quality improvement and clinical audit and well as managing some aspects of the Quality and Outcomes Framework.

This role is pivotal to improving the quality of care and operational efficiencies so requires motivation and passion to deliver an excellent service within general practice. The post holder will be supported to develop their role to become a non-medical prescriber, if that qualification is not already held.

### **2. Key Duties & Responsibilities:**

#### **Job Role Summary**

- Improve patient's health outcomes and efficiency of the practice team by providing direct, accessible and timely medicines expertise, including identifying areas for improvement and initiating change.
- The primary contact within the practice for queries relating to medicines management, in particular around individual patient care.
- Focus on individual patient care by addressing immediate and future needs to personalise care planning.
- Proactively to transfer, from other clinical staff, workload relating to medicines optimisation to improve patient care and safety.
- To demonstrate the effectiveness of the practice and the role through audit and data analysis.
- To follow-up patients and investigations, particularly blood tests.

#### **Repeat prescribing**

- Develop and quality-assured improved, safe and efficient repeat prescribing and medication review processes within the practice, and then to evolve and implement changes as required.
- Focused and structured reviews of repeat prescriptions on an individual basis to improve quality and safety and maximise effectiveness and reduce wastage.
- Medication review services via clinics in the practice, domiciliary visit and in residential and nursing homes. These may be face-to-face or notes-based reviews.



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### **Long-Term Conditions / Chronic Disease Management**

- Undertake disease focused medication reviews, particularly of high-risk groups (elderly, renal/hepatic impairment, and to ensure appropriate compliance with national and local guidelines. This will be via pharmacist lead clinics, telephone and office-based notes reviews.
- Ensure the care for patients taking high risk drugs e.g. DMARDs, anticoagulation, are safe and appropriate
- Telephone advice to patients with LTCs on specific medicines management issues
- Be familiar with, contribute to the development off and work alongside practice CCG long-term conditions pathways to ensure consistency and efficiency of systems
- Provide health promotion where appropriate, including flu vaccinations.

### **Acute illness and pharmacist led clinics**

- The initial assessment of common general practice presentations
- Working through differential diagnosis and identifying serious disease and referring appropriately
- Seeing patients with minor illnesses, independently diagnosing and managing the conditions
- Following patients up with GP mentor support and within boundaries of safety and competency
- Telephone advice to patients with acute illness queries
- Minor ailment triage, with signposting and educating patients in the use of non-GP services, such as pharmacy lead minor ailments schemes minor eye complaints service, dental services, etc.

### **Hospital Discharge and Outpatient Letters**

- Review and reconcile medicines changes from secondary care organisations, in particular discharge papers and TTOs, to ensure concordance with national and local policies and to ensure optimisation of treatment and reduce inappropriate or wasteful prescribing.
- Reconcile patient's computer records with discharge medication and discuss discrepancies or concerns with hospital doctor/pharmacist
- Ensure suggested /appropriate actions from hospital discharge/outpatient's letters are followed through in practice e.g. follow-up blood tests, up-titration / down titration of medications etc.
- Ensure patients are informed and aware of any changes to their medication

### **Practice Formulary**

- Manage practice formularies and IT systems to ensure appropriate selection of medication is easy and maximise by prescribers in the practice

### **IMT and Electronic Prescribing**

- Facilitate the development of electronic prescribing and increase its usage
- To update and maintain accurate patient medication records on the patient's clinical computer systems, including advice given and action taken in pharmacist clinics/reviews.



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### **Safety, Risk and Governance**

- Ensure appropriate governance is in place regarding medicines, including leading on the response to any drug safety alerts or changes in clinical guidance.
- Assist with the development of relevant medicines management guidance and/or policies.
- Meet regularly with the practice prescribing lead to discuss medication issues.
- To advise the primary healthcare team on the safe and secure handling of controlled drugs and other medicines, ensuring compliance with medicines legislation.
- Identify and flag up risks with regard to management of medicines including clinical and financial risks.
- To offer advice and guidance on adverse significant events that involve medication to ensure lessons are learned and appropriate changes made to prevent re-occurrence.
- To offer advice and guidance on patient complaints that relate to medication/prescribing.

### **Audit and Monitoring**

- To plan and undertake clinical/prescribing audits to identify areas where improvement is needed, development action plans and implement appropriate changes.
- To provide regular support and feedback on prescribing action plans.
- Report regularly to the GP partners on the practice prescribing figures with benchmarking against other local and national data.
- Analyse practice complex prescribing data to inform GPs and non-medical prescribers on their collective and individual performance.
- Lead on the identification, implementation and monitoring of medicines management targets and initiatives including QOF, QIPP and CCG prescribing target.
- Support the implementation of actions resulting from audit findings when necessary.
- To agree all auditing and monitoring priorities in discussion with the practice.

### **Relationships**

- To provide training in medicines related issues to other members of the practice as appropriate.
- To consider the skills of the reception team and develop plans for training as necessary to ensure safe and efficient prescribing processes.

### **Medicines Information and Awareness**

- Analyse and critically appraise complex information to prepare concise evidence-based summaries/advice to clinicians and nonclinical staff and patients.
- Prepare evidence-based resources and information to support the health professionals in the implementation of rational cost-effective prescribing.
- Present add patient group meetings or other appropriate events to give advice on the appropriate use of medicines.
- Produce patient information leaflets and posters, and run medicine is aware of his projects



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throughout the year.

- Raise awareness of out of practice schemes, such as minor ailments and schemes that promote self-care.

**3. Other Responsibilities**

**Health and Safety**

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

**Equality and Diversity**

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

**Risk Management and Clinical Governance**

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

**Confidentiality**

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

**Safeguarding**

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

**Professional development**

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

**General**

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is



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expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

**Vision Statement:** To be the most respected Primary Care provider in the Birmingham and Solihull Region.

**Mission Statement:**

Sustainable Primary Care services that meet the needs of our patients and commissioners.

Have a united, strong and financially viable organisation.

Practice of choice for our patients and the employer of choice for our people.