



**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:

Lead Pharmacist and Head of Medicines Management

Accountable to:

Lead GP Medicine Management and PCN Operations Manager

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/telephone call 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 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.



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- 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.

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 ICB long-term conditions pathways to ensure consistency and efficiency of systems
- Provide health promotion where appropriate, including flu vaccinations.

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 where responsible for prescribing as an independent prescriber for conditions where medicines have a large component (e.g. medicine optimisation for stable angina symptom control, warfarin monitoring and dose adjustment for patients requiring long-term anticoagulants).
- Review the on-going need for each medicine, a review of monitoring needs and an opportunity to support patients with their medicines taking ensuring they get the best use of their medicines (i.e. medicines optimisation).

Patient-facing and telephone 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 face-to-face or over the telephone

Patient-facing and telephone care home/residential clinical medication reviews

- Manage own caseload of care home residents. 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
- Work with care home staff to improve safety of medicines ordering and administration.



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Vulnerable/Housebound patients

- Manage vulnerable housebound patients at risk of hospital admission and harm from poor use of medicines.
- Identifying key areas of need for vulnerable patients and formulating care plans

Management of common/minor/self-limiting ailments

- Managing caseload of patients with common/minor/self-limiting ailments while working within a scope of practice and limits of competence
- Signposting and educating patients in the use of non-GP services, such as Pharmacy First and referring to GPs or other healthcare professionals where appropriate

Patient-facing and telephone medicines support

- Provide support and advice to patients with medication related questions, queries or concerns

Medicine information to healthcare professionals/other members of MDT

- Answer all medication-related enquiries from GPs, other practice staff and other healthcare teams (e.g. community pharmacy, care homes etc)
- Suggest and recommend solutions

Medicines Reconciliation (hospital discharges and clinic outpatient letters)

- To reconcile medicines following discharge from hospitals, intermediate care and into care homes outpatient clinic letters, including identifying and rectifying unexplained changes manage these changes without referral to a GP
- Perform a clinical medication review, produce a post discharge medicines care plan including dose titration and booking of follow up tests and working with patients and community pharmacists to ensure patients receive the medicines they need post discharge.
- When reconciling discharge letters or outpatient clinic letters ensure prescribing is in concordance with national and local policies and to ensure optimisation of treatment and reduce inappropriate or wasteful prescribing.
- 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 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
- Ensure patients are informed and aware of any changes to their medication



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Practice Formulary

- Manage practice formularies and IT systems to ensure appropriate selection of medication is easy and maximise by prescribers in the practice
- Liaise directly with hospital colleagues where prescribing needs to be returned to specialists. Assist practices in setting and maintaining a practice formulary that is hosted on the practice's computer system

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.

Service Development

- Develop and manage new services that are built around new medicines or NICE guidance, where new medicine/recommendations allow the development of a new care pathway (e.g. new oral anticoagulants for stroke prevention in atrial fibrillation)

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.



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- Lead on the identification, implementation and monitoring of medicines management targets and initiatives including QOF, QIPP and ICB 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.
- To assist with Clinical Supervision of trainee Pharmacy technician, Pharmacy technicians and Junior Clinical Pharmacist.
- To support and develop training pathway for pre-registration pharmacist.

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 at 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 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



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

SHP Vision Statement: To provide person-centred care at the **heart** of the community.

Mission Statement:

Solihull Healthcare Partnership aims to be the provider of choice in delivering holistic care to our neighbourhood.

Honest - We practice and encourage open and honest communication, acting with integrity in all that we do.

Excellence - We strive to achieve the highest standards in the care we deliver and enable our team to create an environment that encourages excellence.

Accountable - We take personal and collective responsibility for our actions and the way we deliver care.

Respectful - We engage with our team, our patients and our community with respect, providing kind and compassionate person-centred care.

Transformational - We are committed to continually improving our standards, working with the community, being responsive and adapting to the changing needs of the neighbourhood

Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.

The role may be subject to DBS checks.



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