**JOB DESCRIPTION**

**JOB TITLE:** Primary Care Network (PCN) Clinical Pharmacist

**Accountable Line Manager:** Sue Wray

**Accountable Clinical Supervisor: Dr Angus Henderson**

**LOCATION(S):** Based in/out of a variety of South Uttlesford practices/locations according to need

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| **Job Summary:** |
| The post holder will work with each of the practice teams and will be assigned a lead clinical and operational contact for each practice. South Uttlesford PCN, as employer will provide support and ensure access to the Health Education England training programme (CPPE) as well as a local network of Clinical Pharmacists working in PCNs and the wider health and care system. The post holder will be a pharmacist, who acts within their professional boundaries, supporting and working alongside a team of pharmacists in general practice. In this role they will be supported by a Senior Clinical Pharmacist and lead GP who will support career development and mentoring (tbc). The post holder will work as part of a multi-disciplinary team, which includes a patient-facing role. The post holder will take responsibility for areas of chronic disease management including clinical medication reviews and proactively managing patients with polypharmacy. The post holder will provide support to general practice staff with regards to prescription and medication queries. They will help support the practices’ repeat prescription systems, management of acute prescription requests and medicines reconciliation on transfer of care from acute and community hospitals.They will support practices’ systems for safer prescribing, providing expertise in clinical medicines advice. The post holder will provide clinical leadership on medicines optimisation and quality improvement, manage some aspects of the quality and outcomes quality improvement framework, enhanced services and contribute to the delivery of the local medicines optimisation strategy. The post holder will ensure that the practice integrates with community and hospital pharmacies to help utilise skill mix, improve patient access and outcomes. The role will help manage practice workloads, by ensuring that the addition of the pharmacist to the clinical ream results in a reduction in workload for medicines optimisation and related processes for other clinicians and non-clinicians.The post holder will be supported to develop their role to become a non-medical independent prescriber (if not already an independent prescriber). |

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| **Key Duties and Responsibilities:** |
| Itis recognised that this role will include a developmental aspect as the post holder will be expected to complete the CPPE "Primary Care Pharmacy Education Pathway" & "Independent prescribing" training programme to enable the post holder to deliver the full list of responsibilities below (if not already completed). An appropriate job plan will therefore be developed and agreed with the post holder on starting the role.

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|  **Patient facing clinical medication reviews**  | Undertake clinical medication reviews with patients and produce recommendations for practice GPs, ANPs and nurses for prescribing and monitoring.  |
| **Patient facing medicines support**  | Provide patient facing clinics for those with queries and concerns about their medicines in the practices. See, where appropriate, patients with single or multiple medical conditions where medicine optimisation is required (e.g., COPD, asthma, dementia, frailty). Review the on-going need for each medicine, review monitoring needs and support patients with their medicines taking to ensure they get the best use of their medicines.Make appropriate recommendations to GPs, ANPs and nurses for medicines optimisation. |
| **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 dosages, side effects, adverse events, possible alternatives (i.e., around out of stocks) and monitoring).  |
| **Management of medicines at discharge/transfer of care** | To reconcile medicines following discharge from hospitals, intermediate care and into care homes, including identifying and rectifying 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).  |
| **Repeat prescribing** | Review and support the practices’ repeat prescribing policies in line with any recommendations made by the ICB Medicines Optimisation Management Team. 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. Support the practice to ensure patients have appropriate monitoring tests in place when required.Liaise with hospital colleagues where prescribing needs to be returned to specialists. |
| **Frailty and complex patients** | Support the contractual requirements to support frail patients with their medication including medication reviews and patients with problematic polypharmacy. |
| **Medicines quality improvement** | Undertake clinical audits of prescribing in areas directed by the lead practice GPs, feedback the results and implement changes in conjunction with the practice teams. |
| **Implementation of local and national guidelines and formulary recommendations, including MHRA alerts** | Work with the ICB Medicine Optimisation Team to support the implementation of local and national guidelines including NICE. Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance. |
| **Education and Training**  | Provide education and training to the primary healthcare teams on therapeutics and medicines optimisation.  |
| **Care Quality Commission**  | Work with the general practice teams to ensure the practices are compliant with CQC standards where medicines are involved.  |

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| **General Duties:** |
| Health and Safety/Risk Management The post holder will take all reasonable care not to endanger themselves or anybody else by any act or omission as stated by the Health and Safety at Work Act 1974.The post-holder must comply at all times with the Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations and practices Incident Reporting System. Equality and Diversity The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion 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. ConfidentialityThe post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnosis and treatment of patients and individual staff records must, under no circumstances be divulged or passed onto any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with ‘*Caldicott principles’*. Data ProtectionThe postholder is required to ensure that any personal information obtained, processed or held (on a computer or otherwise), is done so in a fair and lawful way and that the data held and processed is only for the specified registered purposes, in particular personal data relating to patients. Business Conduct, Governance and StandardsSouth Uttlesford PCN and the constituent practices aim to maintain the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that, at all times, the postholder carries out their duties in a courteous, sympathetic manner. The postholder is required to comply with all policies and procedures in force and ensuring that the reporting requirements, systems and duties of action put into place are complied with.In upholding the good governance and standards, South Uttlesford PCN has a clinical and corporate framework, which the postholder is expected to comply with and failure in this regard may lead to disciplinary action. Equal OpportunitiesThe Company has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital status, race, colour, creed, ethic/national origin. Whilst the Company recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.Training & DevelopmentThe successful post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.Rehabilitation of Offenders ActThis post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. **This job description is not a definite or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review process.** |