



Job Description

Job Title:	Affinity PCN Clinical Pharmacist
Hours	Up to 37.5 hours per week
Location:	<p>Working on behalf of the network; The post holder will be based at Greenway Community Practice</p> <ul style="list-style-type: none"> • Westbury On Trym Primary Care Centre • Fallodon Way Medical Centre • Greenway Community Practice • Sea Mills Surgery
Job Purpose:	<p>As an independent prescriber or training to be one, the post holder will work alongside the general practice teams that comprise the Affinity Primary Care Network. They will work from a base at one site to manage medicine management queries, eg from patients, care homes and EMIS, and improve the repeat prescribing services in the practices. They will help improve medicines optimisation and safety, improve antibiotic stewardship, and assist with management of polypharmacy, and help support doctors, other pharmacists and prescribing clerks within the 6 practices.</p>
General PCN Duties	<ul style="list-style-type: none"> • To practice unsupervised and independently in accordance with the Pharmacists code of ethics and within individual competencies, with reference to Practice guidelines and referring on to other team members as appropriate • The post holder will have the opportunity to take full part in the NHS training scheme for PCN pharmacists
Medicines Management	<ul style="list-style-type: none"> • Work on EMIS medicines management queries each day accessed remotely for each practice to reduce the volume of work flowing to the doctors. • Operate as the point of contact for medicines alerts and inform the wider team. • Monitor high risk drugs, maintain safety monitoring
Management of medicines at discharge from hospital	<ul style="list-style-type: none"> • Reconcile medicines following hospital discharge, intermediate care and into care homes. • Set up and manage the systems to ensure continuity of medicines supply to high risk patients. • The post holder will have a lead role in acting on communication from secondary care regarding medication changes and queries.
Medication Reviews	<ul style="list-style-type: none"> • Undertake clinical medication reviews with patients and produce recommendations for GP's on prescribing and monitoring.
Telephone Medicines Support	<ul style="list-style-type: none"> • Provide telephone support for patients with questions, queries and concerns about their medicines.

Repeat Prescribing	<ul style="list-style-type: none"> • Produce and implement a repeat prescribing policy within each PCN • To manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions • Review medicines reaching review dates • Highlight patients needing a review
Medicine information for practice staff	<ul style="list-style-type: none"> • Provide primary support to general practice staff with regards to prescription and medication queries. • Suggest and recommend solutions • Provide follow up for patients to monitor the effect of any changes
Signposting	<ul style="list-style-type: none"> • Ensure patients are referred to the most appropriate health care professional for appropriate care
Public Health	<ul style="list-style-type: none"> • To support public health campaigns • To provide specialist knowledge on all public health programmes available to the public
QOF & Enhanced Services	<ul style="list-style-type: none"> • To provide clinical leadership on medicines optimisation and quality improvement • Oversee the PCN activities in relation to performance related activity for areas of responsibility so as to maximise achievement • Evaluate data held to ensure full population is reviewed and reported • Work with Performance Coordinator to ensure reports are submitted in a timely manner

<p>Communication/Collaborative working arrangement</p>	<ul style="list-style-type: none"> • Attend PCN prescribing meetings and meet with each practice for fact finding and support. • Attend appropriate meetings in each of the practices to provide support, improve quality and meet each practices individual prescribing needs • Works collaboratively with their PCN clinical director. • Recognises the roles of other colleagues within the network and their role to patient care • Demonstrates use of appropriate communication to gain the co-operation of relevant stakeholders (including patients, senior and peer colleagues, and other professionals, other NHS/private organisations e.g. CCGs) • Demonstrates ability to lead a team • Is able to recognise personal limitations and refer to more appropriate colleague(s) when necessary • Liaises with colleagues including CCG and STP/ICS Pharmacists on prescribing related matters to ensure consistency of patient care and benefit • Liaises with colleagues including CCG and STP/ICS Pharmacists and Heads of Medicines Management/ Optimisation to benefit from peer support • Ensure that the practices integrate with community and hospital pharmacies to help utilise skill mix, improve patient outcomes, ensure better access to healthcare and help manage workload. • Liaises with network GP Practices and neighbouring networks as needed for the collective benefit of patients • Including but not limited to; <ul style="list-style-type: none"> • 1. Patients and their representatives • 2. GP, nurses and other practice staff • 3. Social prescribers, first contact physiotherapists, physician’s associates and paramedics. • 4. Community pharmacists and support staff • 5. Other members of the medicines management (MM) team including pharmacists, Pharmacy Technicians and Dieticians • 6. Locality / GP prescribing lead • 7. Locality managers • 8. Community nurses and other allied health professionals • 9. Hospital staff with responsibilities for prescribing and medicines optimisation
<p>Clinical Governance/Quality</p>	<ul style="list-style-type: none"> • To contribute towards the development and implementation of policies, standards and guidelines across the PCN with regards to medicines management • To be aware of clinical governance and risk management systems • Work with general practice teams to ensure compliance with CQC standards where medicines are involved.
<p>Education/Research</p>	<ul style="list-style-type: none"> • To be involved in the education, training and mentorship of students of all disciplines as required • To cooperate and participate in any research projects within the PCN as required

Confidentiality	<ul style="list-style-type: none"> • All staff should understand the implications of Data Protection Act and Caldicott Guardian • In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately • In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential • Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
Health & Safety	<ul style="list-style-type: none"> • The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy and Health & Safety at Work Act (1974), to include: • Using personal security systems within the workplace according to practice guidelines • Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks • Making effective use of training to update knowledge and skills • Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards • Reporting potential risks identified.
Equality & Diversity	<ul style="list-style-type: none"> • The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include: • Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation • Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues • Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
Personal & Professional Development	<ul style="list-style-type: none"> • Involvement in individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development • Maintain continued education by attendance at courses and study days as deemed useful or necessary for both professional development AND as required by the PCN. This is likely to include taking part in the network pharmacist training scheme. • Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Other	<ul style="list-style-type: none"> • The post-holder will work with reference to practice agreed protocols and guidelines to provide care to patients both independently and in participation with colleagues, general practitioners and the wider primary healthcare team. • Alert other team members to issues of quality and risk • Assess own performance and take accountability for own actions, either directly or under supervision • Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance • Work effectively with individuals in other agencies to meet patients' needs • Effectively manage own time, workload and resources.
General Information:	<ul style="list-style-type: none"> • To observe the confidential nature of the work of the PCN at all times • To familiarise yourself with all other members of the Practice Teams • To work to support prescription clerks in practices that has them. • To understand your own role within the Team, but be able to work on your own initiative • To familiarise yourself with Practice Policies on Health & Safety and Equality & Diversity, as outlined in the Staff Handbooks • To participate in an Annual Performance Review • To participate in in-house and external training, which is encouraged by the PCN
Qualifications, Experience and Characteristics:	<ul style="list-style-type: none"> • Completion of an undergraduate degree in pharmacy • Registration with the General Pharmaceutical Council • Min 1 years' experience as a pharmacist, demonstrated within a practice portfolio • Experience and awareness of common acute and long term conditions that are likely to be seen in general practice • Ideally hold, or be working towards , an independent prescribing qualification • Good literacy and numeracy skills • Good computer skills essential. Experience of Emis Web desirable. • Ability to communicate and deal sensitively with patients and colleagues, both face-to-face and over the telephone • Excellent organisational and planning skills • Reliable and able to work effectively as part of team
Responsible to:	<ul style="list-style-type: none"> • Clinical Supervisor (Clinically) • Practice Manager at Base Practice (Administratively)
Accountable to:	<ul style="list-style-type: none"> • PCN executive team with day to day supervision from the hub/base practice pharmacy lead.

Name:

Signed:

Date:

