

Job Description

Post title:	GP Practice Pharmacist
Working hours:	Full or Part-time (hours to be negotiated)
Reports to:	Practice Manager & Prescribing Lead Partner

Job Summary

The Practice Pharmacist is an integral part of the clinical team, using and sharing pharmacy expertise to support the GPs and the whole practice in effective medicines management and optimal patient care. To develop the role of Practice Pharmacist in close collaboration with the partners.

Job Responsibilities

Medication Review and Optimisation:

- Face to face clinics:
 - To discuss medication issues with patients as needed and appropriate e.g. adverse effects/interactions, overdose/inadvertent ingestion, OTC remedies, queries from dispensary, queries from care homes.
 - To carry out medication reviews and to discuss specific issues
 - To review and continue repeat medications for new patients who have just registered with the practice, and suggest GP medication review where appropriate.
- To discuss medication issues with patients as needed and appropriate by telephone, e.g. adverse effects/interactions, overdose/inadvertent ingestion, OTC remedies, queries from dispensary, queries from care homes.
- To respond to dispensary queries to include, re-authorise repeats where there are queries, clarify doses, clarify products, give appropriate alternatives when availability issues.
- To discuss specific patient and prescribing issues (e.g. complicated regimes/polypharmacy, compliance difficulties, multiple adverse effects, medication reduction regimes) with other clinicians as necessary.
- To support the completion of pink (medication administration) forms for district nurses for GPs to sign.
- To visit nursing homes to carry out reviews of MAR sheets/patients' medications.

Chronic Disease Medicines Management:

- According to experience and training.
 - Hypertension (lifestyle advice and medication initiation and optimisation);
 - Diabetes (joint clinic with practice nurse, with referral to GP/community diabetes nurse specialist/secondary care diabetes advice line);
 - CHD (medicines optimisation, with referral to GP where necessary).
 - Respiratory (advise practice nurse, including interpretation of spirometry)
 - Chronic pain management (responding to patient or GP requests for review).

Medicines Reconciliation:

- To review secondary care requests for new medication (as communicated by discharge summaries, outpatient letters, etc.) and raise any queries with relevant GP, and discuss how to respond when inappropriate prescribing requests arise.
- To deal with anticoagulant start/stop requests from secondary care and contact patients who have defaulted on INRs.

Medicines Information/Education:

- To monitor and inform colleagues as relevant about ongoing prescribing issues, e.g. new guidelines (national and local), new products being asked for by secondary care, manufacturing and supply problems, new prescribing restrictions or contraindications, and individual and systematic errors made by colleagues.
- To advise on cost effective prescribing and prescribing budget issues.
- To keep the prescribing folder on the practice intranet up to date, with admin support.
- To train nursing home staff in medicines management.

Prescribing Systems and Policies:

- To identify patients in need of medication review and develop the system of patient invitation with the admin team.
- To liaise with dispensary, admin and clinical staff in discussing, developing, and implementing medicines management systems in the practice.
- To work with the GPs (especially the prescribing lead), practice manager, dispensary manager and dispensary team to review, develop and implement prescribing policies and strategies for the whole practice.
- To suggest and design audits in relation to prescribing targets, implementation of locality policies and the Quality Outcomes Framework (QOF).
- To work with the GPs, practice manager, and dispensary manager on choosing and delivering targets for the local Prescribing Incentive Scheme (PIS).
- To monitor the practice's prescribing performance (via the CCG prescribing dashboard, progress on the PIS, ePACT, etc.), and suggest changes to practice prescribing as appropriate.
- To support the delivery of electronic prescribing.
- To work with the dispensary team and lead dispensing GP to maximize profitability and to perform audits.

Liaison with community and hospital pharmacies:

- To support and advise dispensary when needed.
- To make best use of community pharmacy medicine use reviews (MURs) for medication reviews.
- To rationalise requests for dosette medications. Dispensary will still be responsible for ringing round re availability of products, taking initial calls, requesting new dosettes etc.

Teaching/training:

We are a training practice, and often have learners (GP trainees, medical students and PN trainees) sit in on consultations and occasionally having tutorials one-to-one. The Practice Pharmacist will be sometimes asked to participate in the education of trainees in these settings.

Confidentiality:

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 carer's, 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 requested by individual members will be collated and authorised through formal channels.

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

Equality and Diversity:

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 / consortium 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:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality

The post-holder will strive to maintain quality within the Practice and will:

- 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

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work