

## Recruitment Pack

# Clinical Pharmacist

Full Time (Minimum 30hrs per week)

Permanent

Closing date for applications: **Sunday 7<sup>th</sup> November 2021**

Dear Candidate

I am delighted that you have shown interest in joining our team.

As a clinical pharmacist you will provide support to general practice staff with regards to prescription and medication queries. They will help support all medicines management processes including medicines reconciliation on transfer of care and structured medication reviews. They will provide expertise in clinical medicines advice while addressing both public and social care needs of patients in the GP practice.

As a candidate you will need to have experience / awareness of the breadth of common acute and long-term conditions that are likely to be seen in a general medical practice. You will need a minimum of 2 years post graduate experience in pharmacy. The role requires you to have an extensive knowledge of evidence based medicines and a good understanding of prescribing and medicines management. Attention to detail, exceptional interpersonal and communication skills are essential for this role.

Experience in General Practice working with EMIS and Docman would be desirable but not essential. What is essential is a great attitude towards learning and continued development and embracing change.

If this is you, we would really like to meet.

### **To apply**

- Provide an up to date CV and a supporting cover letter, detailing how you meet the requirements of the role. candidate for this post
- Indicate your availability for the interview date
- Applications are to be e-mailed to [soccg.livingwell-recruitment@nhs.net](mailto:soccg.livingwell-recruitment@nhs.net)
- Applications must be received by 18:00 on Sunday 7th November 2021
- Interviews will be held Monday 15<sup>th</sup> November 2021

We look forward to hearing from you.

*Dave Barclay*

**Managing Partner (Non-clinical)**

## About Living Well

### Our foundations

Living Well Partnership was formed in 2017 following the merger of four GP surgeries and three smaller branch sites. The GP partners, many of whom continue to lead LWP, were brought together by a growing awareness that we could deliver more streamlined medical care by sharing resources rather than operating on a smaller scale as individual practices.

We are delighted that our patients have benefited from faster access to a larger range of services while achieving operational efficiencies behind the scenes.

### Our reach

We care for 38,000 adults and children across the eastern Southampton region. Our seven different sites ensure everyone has local GP access, from the inner city to the rural outskirts.

Our clinical team is made up of 10 GP Partners, as well as 18 Non-Principal GPs including 4 retainers, employed directly by LWP. Our GPs work alongside Advanced Nurse Practitioners, Practice Nurses, Health Care Assistants, Social Prescribers, Care Coordinators and our own in-house Pharmacy team.

### Our vision

The health and well-being of our patients is at the heart of everything we do. Our goal is to provide an accessible, friendly, evidence based and compassionate service. By taking into account an individual's holistic needs we will utilise the correct professionals from our large multi-disciplinary team to address the problem presented. We pride ourselves that we are able to address medical, physical, psychological and social aspects of care.

### Next generation

As a practice that strives for continuing clinical excellence we are passionate about helping to train the next generation of competent clinicians. We are a thriving and progressive training hub supporting physician associates, nurses, HCA's, pharmacy technicians, independent prescribers, medical students, newly qualified doctors and GP registrars through their academic and clinical education.

### Come and join us

We are looking for Clinical Pharmacist who want to embrace the changes in general practice but value the preservation of continuity. We can accommodate and help you develop skills and we welcome part-time agile working.

Come and talk to us, come and see what we are doing, come and join us.

### Job description & person specification

Job Title:	<b>Clinical Practice Based Pharmacist</b>
Status:	Permanent
Salary:	Equivalent to AFC Band 7
FTE:	Full-time (Minimum 30hrs per week)
Location:	Practices of Living Well PCN Southampton
Accountable to:	Senior Practice Pharmacist
Team / Function	Pharmacy Services Team

### Job summary

The post holder is an experienced pharmacist, who acts within their professional boundaries. They will work as part of a multi-disciplinary team in a patient-facing role. In this role they will be supported by a senior clinical pharmacist who will develop, manage and mentor them.

The post holder will take responsibility for areas of chronic disease management within the practice and undertake clinical medication reviews to proactively manage patients with complex polypharmacy,

The post holder will provide primary support to general practice staff with regards to prescription and medication queries. They will help support the repeat prescriptions system, deal with acute prescription requests, medicines reconciliation on transfer of care and systems for safer prescribing, providing expertise in clinical medicines advice while addressing both public and social care needs of patients in the GP practice (s).

The post holder will provide clinical leadership on medicines optimisation and quality improvement and manage some aspects of the quality and outcomes framework and enhanced services.

The post holder will ensure that the practice integrates with community and hospital pharmacy to help utilise skill mix, improve patient outcomes, ensure better access to healthcare and help manage workload. The 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.

## Duties and responsibilities

- **Patient facing Long- term condition clinics** - See (where appropriate) patients with single or multiple medical problems where medicines optimisation is required (e.g. COPD, asthma). Review the on-going need for each medicine, review monitoring needs and take the opportunity to support patients with their 'medicines taking' ensuring they get the best use of their medicines (i.e. medicines optimisation). Make appropriate recommendations to the senior pharmacist or GPs for medicine improvement.
- **Patient facing clinical medication review** - Undertakes clinical medication reviews with patients and produces recommendations for senior clinical pharmacist, nurses and/or GPs on prescribing and monitoring.
- **Patient facing care home / residential clinical medication reviews** - Undertakes clinical medication reviews with patients and produces recommendations for the senior clinical pharmacist, nurses or GPs on prescribing and monitoring. Works with care home staff to improve safety of medicines ordering and administration.
- **Patient facing domiciliary / home visits** - Undertakes clinical medication reviews with patients and produces recommendations for the senior clinical pharmacist, nurses and GPs on prescribing and monitoring. Attends and refers patients to relevant multidisciplinary case conferences.
- **Management of common / minor / self-limiting ailments** - Manages a caseload of patients with common/minor/self-limiting ailments while working within their scope of practice and limits of competence. Signposts to community pharmacy and refers to GPs or other healthcare professionals where appropriate
- **Telephone medicines support** - Provides a telephone help line for patients with questions, queries and concerns about their medicines.
- **Medicines advice to practice staff and patients** - Answers all medicine-related enquiries from GPs, other practice staff, other healthcare teams (e.g. community pharmacy) and patients with queries about medicines. Suggests and recommends solutions. Provides follow up for patients to monitor the effect of any changes that are made.
- **Patient facing medicines support** - Provides patient facing clinics in the practice for those with questions, queries and concerns about their medicines
- **Signposting** - Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology results, common/minor ailments, acute conditions, long term condition reviews etc.
- **Unplanned hospital admissions** - Reviews the use of medicines most commonly associated with unplanned hospital admissions and readmissions through audit and individual patient reviews. Put in place changes to reduce the prescribing of these medicines to high-risk patient groups.
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- **Management of medicines at discharge from hospital.** - Supports medicines reconciliation following patient discharge from hospitals, intermediate care and into care homes, including identifying and rectifying unexplained changes. Works with patients and community pharmacists to ensure patients receive the medicines they need post discharge. Sets up and manages 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** - Implements a practice repeat prescribing policy. Manages the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions and reviewing medicines reaching review dates. Flags any issues to the senior pharmacist or GPs who can make / authorise the relevant changes.
- **Information management** - Analyses, interprets and presents medicines data to highlight issues and risks to support their decision-making
- **Risk stratification** - Identifies cohorts of patients at high risk of harm from medicines through pre-prepared practice computer searches. Works with patients and the primary care team to minimise risks through medicines optimisation.
- **Service development** - Contributes pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advice on treatment pathways and patient information leaflets).
- **Medicines Quality Improvement programmes** - Undertakes clinical audits of prescribing in areas directed by the senior clinical pharmacist and GPs. Provides feedback on the results and implements changes in conjunction with the practice team.
- **Medicines Safety** - Implements changes to medicines and prescribing that result from MHRA alerts, product withdrawal and other local and national guidance.
- **Care Quality Commission** - Works with the general practice team to ensure the practice is compliant with CQC standards where medicines are involved.
- **Education and Training** - Provide education and training to the primary healthcare team on therapeutics and medicines optimisation.
- **Public Health** - Supports public health campaigns. Provides specialist knowledge on all public health programmes available to the general public that are related to medicines.
- **Implementation of local and national guidelines and formulary recommendations** - Monitors practice prescribing against the local health economy's RAG list for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care (amber drugs). *Cont'd* Assists practices in setting and maintaining a practice formulary that is hosted on the practice computer system. Suggests and develops computer decision support tools to help remind prescribers about the agreed formulary choice and local recommendations. Audits the practice's compliance against NICE technology assessment guidance. Contributes to newsletters on important prescribing messages to help improve prescribers' knowledge.

### Training and development

- Understands and demonstrates the characteristics of a role model to members in the GP practice team and / or service
- Demonstrates understanding of the mentorship process
- Demonstrates the ability to conduct teaching and assessment effectively according to a learning plan with supervision from more experienced colleagues
- Demonstrates self-development through continuous professional development activity working alongside the senior clinical pharmacist to identifying areas to develop
- Participates in the delivery of formal education programmes; inspiring others to be positive in their support of continuous improvement
- Demonstrates an understanding of current educational policies relevant to working areas of practice and keeps up to date with relevant clinical practice.

- Ensures there is appropriate clinical supervision in place to support own development

### Administration

- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes in accordance with relevant standards
- Work in accordance with internal administrative systems relating to but not limited to the management of clinical data on EMIS (full training to be provided).
- Send and receive written information on behalf of the practice relating to the physical and social welfare of patients
- Ensure that all practice policies are fully implemented
- Support, contribute to and participate in external inspections

### Professional

- Undertake statutory and mandatory training as required by the practice
- Demonstrate clinical leadership
- Pro-actively promote the role of the Pharmacist within the practice and externally to key stakeholders and agencies
- Respect patient confidentiality at all times unless sanctioned by the requirements of the role, under guidance from a senior clinician.

### Health and Safety

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents.
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

### Equality and Diversity

Co-operate with all policies and procedures designed to support equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Communication and working relationships

- Recognises the roles of other colleagues within the organisation and their role in 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 the ability to work as a member of a team
- Is able to recognise personal limitations and refer to more appropriate colleague(s) when necessary
- Actively works toward developing and maintaining effective working relationships both within and outside the practice and locality
- Fosters and maintains strong links with all services across the locality

- Explores the potential for collaborative working and takes opportunities to initiate and sustain such relationships
- Demonstrates the ability to integrate general practice with community and hospital pharmacy teams
- Liaises with CCG colleagues including CCG Pharmacists on prescribing related matters to ensure consistency of patient care and benefit
- Liaises with CCG pharmacists and Heads of Medicines Management/ Optimisation to benefit from peer support Liaises with other stakeholders as needed for the collective benefit of patients including but not limited to
- Liaises with other stakeholders as needed for the collective benefit of patients
  - Patients GP, nurses and other practice staff
  - Other healthcare professionals including CCG pharmacists, pharmacy technicians, optometrists, dentists, health and social care teams and dietitians
  - Locality / GP prescribing lead
  - Locality managers
  - Community nurses and other allied health professionals
  - Community and Hospital Pharmacy teams
  - Hospital staff with responsibilities for prescribing and medicines optimisation

## Travel

The post holder may be required to travel to other practices within the Primary Care Network during their working day although this will be kept to a minimum where possible.

## Key results

1. On time, accurate delivery of the workflow objectives in line with agreed protocols
2. Effective and efficient patient workflow service
3. Clinical involvement in support functions is minimised

All staff are expected to uphold the Partnerships policies, including but not limited to, those addressing patient confidentiality, health and safety, equality and diversity and safeguarding patients. Ongoing training on these topics is considered a core requirement of all roles.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.

It is a requirement of all staff that they are aware of and follow the Partnership's policies and procedures, with attention to patient confidentiality, health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.



## Person specification

		Essential/ Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor Degree in Pharmacy</li> <li>• Postgraduate Diploma/Certificate eg Clinical pharmacy diploma</li> <li>• Registered as a Pharmacist with GPhC</li> <li>• Up to date CPD</li> <li>• Basic Life Support</li> </ul>	E D  E E D
Experience/ Achievements	<ul style="list-style-type: none"> <li>• Minimum of 2 years post graduate experience in pharmacy, as demonstrated within a practice portfolio</li> <li>• Experience / awareness of the breadth of common acute and long-term</li> <li>• Able to plan, manage, monitor, advise and review general pharmaceutical care programmes for patients across core areas, including disease states / long term conditions</li> <li>• Experience of general practice and/or secondary care</li> <li>• Ability to work autonomously within the scope of supervised practice</li> <li>• Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance</li> </ul>	E  E  E  D E  E
Aptitudes Teaching and training	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload effectively</li> <li>• Ability to exercise sound judgement when faced with conflicting pressures</li> <li>• Excellent written and verbal communication skills</li> <li>• IT literate (EMIS and S1 training will be provided)</li> <li>• Experience and enthusiasm for clinical teaching of D multi-disciplinary students and qualified staff when appropriate</li> <li>• Will undertake the CPPE Pathway for Pharmacists as part of this role</li> </ul>	E E  E E E  E
Audit and Research	<ul style="list-style-type: none"> <li>• Knowledge of Audit principles and evidence of participation in audit / Quality Improvement projects</li> <li>• Experience of applying evidence to clinical practice</li> <li>• Evidence of knowledge of research methodology</li> </ul>	E  E D
Attitude/ Commitment	<ul style="list-style-type: none"> <li>• Good communication and empathy skills with patients</li> <li>• Evidence of willingness to participate in a multi- disciplinary team environment to provide and integrated service for patients</li> <li>• Ability to work as a member of a team, both through communication and sharing workload</li> <li>• Ability to manage high pressure situations e.g. clinical crisis</li> <li>• Willingness to work flexibly to deliver clinically effective and cost effective healthcare</li> </ul>	E E  E  D E
Practical and personal qualities	<ul style="list-style-type: none"> <li>• Evidence of continual learning and development</li> <li>• Understands self (strengths/weaknesses) and impact of behaviour on others</li> <li>• Evidence of innovation</li> <li>• UK Driving Licence</li> </ul>	E E  D E

### Salary & remuneration

<b>Position</b>	Clinical Pharmacist – Pharmacy Services Team
<b>Normal Work location</b>	All Living Well Partnership Sites , Southampton
<b>Remuneration</b>	
<b>Hours of work</b>	<p>Full Time – Minimum of 30 hours per week</p> <p>Monday – Friday - Including one evening until 8pm</p> <p>You may be asked to work weekends when needed</p> <p>Possibility of weekend working becoming part of core hours in the future</p>
<b>Annual Leave</b>	25 days per annum plus bank holidays, pro rata.
<b>Pension</b>	NHS pension scheme

### Key Dates

<b>Closing date for completed applications</b>	07/11/21 @ 18:00
<b>First Interview</b>	15/11/21
<b>Second Interview</b>	N/A

If you have any queries please contact the recruitment team on [soccg.livingwell-recruitment@nhs.net](mailto:soccg.livingwell-recruitment@nhs.net)