

## JOB DESCRIPTION-Primary Care Pharmacist

Job title	Primary Care Pharmacist
Band	7-8a
Hours	37.5 hours (Full-time) would also consider Part-time
Contract	Permanent
Reports to	Prescribing lead
Accountable to	University Medical Group partnership
Location	University Medical Practice 9 Northcourt Avenue, Reading RG2 7HE
Salary	£31,072-£47,559 depending on skills and experience
Pension	Eligible for NHS pension scheme
Indemnity cover	Provided by University Medical Group *
Annual leave	30 days per annum pro rata
Study leave	5 days per annum pro rata

## PERSON SPECIFICATION

### Essential:

- Registration as a pharmacist with General Pharmaceutical Council
- Membership of Royal Pharmaceutical Society
- 3+ years post –qualification experience
- Full driving licence and access to a vehicle for travel between sites
- Good communication and interpersonal skills

### Desirable:

- Independent prescribing qualification or willingness to undertake the qualification

- Experience working with a multidisciplinary healthcare team in primary care
- Dynamic / able to use own initiative.
- IT literate / proficient in the use of the computer.
- Good communicator.
- Ability to teach others.
- Good presentation skills.
- Good problem solving and decision making skills.
- Ability to manage work load effectively.
- A high standard of clinical skills and experience of using these skills in different situations.
- Willingness to work at all times towards the best interest of the patient.
- Team player / ability to liaise effectively with colleagues and other members of the multi-disciplinary team.
- Ability to liaise effectively with hospitals and other outside agencies.

## **JOB ROLE**

### **1. Repeat prescribing**

- Manage the repeat prescribing reauthorisation process by reviewing patients requests for repeat prescriptions and make necessary changes as an Independent Prescriber
- Ensure patients are booked in for necessary monitoring tests when required
- Manage switches to more cost-effective equivalents
- Lead on increasing the uptake by patients of Electronic Prescriptions
- Synchronise repeat prescriptions where necessary
- Link prescriptions to medical conditions

### **2. To reconcile medicines following discharge from hospital**

- identify and rectify unexplained changes ; manage these changes without referral to GP
- perform a clinical medication review
- book any follow-up tests required
- work with patients and community pharmacists to ensure patients receive the medicines they need post-discharge

### **3. Telephone support**

- Provide telephone appointments for patients who need medication prescribed urgently or a review of their medication before re-issue

- Provide telephone support for community pharmacists , or community nurses who have a query or request regarding a prescription relating to a patient at the practice

#### 4. Care –home prescriptions

- Review and issue the repeat prescriptions for the care-home patients as an independent prescriber
- Liaise with the Care –home pharmacist who works for the CCG Medicines Optimisation Team and who visits the care home from time to time to undertake clinical medication reviews

#### 5. Clinical Audit

- Perform ad hoc audits at the request of the Prescribing lead , to support the Prescribing Incentive Scheme , devised by the CCG Medicines Optimisation Team

#### 6. Prescribing Incentive Scheme

- Support the Prescribing Lead to achieve maximum points in the Prescribing Incentive Scheme

#### 7. Patient Safety

- Receive the MHRA and Drug Safety alerts and perform any associated audits required to minimise the risk to patients from these alerts
- Ensure the practice is compliant with CQC , where medicines are involved

#### 8. Training

- Provide training to visiting NHS students or trainees

#### 9. Secondary Care prescriptions

- Manage the requests for new medications from Secondary Care out-patient appointments, by ensuring the patient understands how to take the new medication , its possible side-effects and any monitoring follow-up and issue the prescription as an Independent Prescriber

#### 10. Liaison with local community pharmacists

- Facilitate constructive dialogue between the practice and local pharmacies to deliver best service for patients in the most efficient way possible .This may involve visiting local pharmacies

#### 11. Face to face appointments with patients

- Some more complex patients will benefit from face to face medication reviews including blood pressure checks
- Minor illness and Chronic disease management appointments depending on the applicants experience/ training
- Perform QOF reviews with patients and give the influenza vaccination depending on applicant's experience / training

## **KEY WORKING RELATIONSHIPS**

- Patients
- GPs, nurses and other practice staff
- CCG Medicines Optimisation Team
- Community pharmacists and support staff
- Community Nurses and other Allied Healthcare professionals
- Secondary care health care professionals

## **CODES OF CONDUCT**

Pharmacists must comply with the Code of Professional Conduct set by the General Pharmaceutical Council and to the University Medical Group Code of Conduct

## **EQUAL OPPORTUNITIES**

The University Medical Group is committed to equal opportunities policy that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability .All staff are required to observe this policy in their behaviour to fellow employees.

## **CONFIDENTIALITY**

All employees are required to observe the strictest confidence with regard to any patient /client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence with regarding any information relating to the work of The University Medical Group and its employees. You are required not to disclose any confidential information either during or after your employment with the University Medical group, other than in accordance with the relevant professional codes

Failure to comply with these regulations whilst in the employment of The University Medical Group could result in action being taken

## **DATE PROTECTION**

All employees must adhere to The University Medical Group policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information.

The University Medical Group also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the policy on the protection and use

of personal information and other information technology can be found in the University Medical Group policies and procedures manual.

### **PROFESSIONAL IDEMNITY INSURANCE \***

The employer will pay for this if the employee only works for the practice; however, if the employee is part-time and working elsewhere when not at the practice, the costs will be split between the employer and employee

### **HEALTH AND SAFETY**

The University Medical Group expects all staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others' welfare

### **RISK MANAGEMENT**

You will be responsible for adopting the risk management culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion in The University Medical Group risk register. You will attend mandatory and statutory training, report all incidents/accidents, including near misses and report unsafe occurrences as laid down in the reporting Significant Events Policy.

### **NO SMOKING POLICY**

The University Medical group is a "no smoking organisation" therefore staff are not permitted to smoke whilst on duty.

All staff are expected to recognise their role as ambassadors for a healthy lifestyle .As such, staff should not smoke whilst in uniform, in NHS vehicles or on The University Medical Group or on other healthcare premises

### **OTHER DUTIES**

There may be a requirement to undertake other duties as may reasonably be required to support The University Medical Group. These may be based the or in other University Medical Group locations.