
Post title:	Primary Care Pharmacist (Fixed term)
Working hours:	Full or Part-time (minimum 20 hours)
Reports to:	Service Development Manager / Practice Manager

Job Summary

PML's GP Federation has been awarded funding from Oxfordshire CCG to recruit experienced Pharmacists for a pilot project to work as part of general practice teams to improve value and outcomes from medicines. The Primary Care Pharmacist will operate within designated clinical teams within a geographical area (North, North East or West Oxfordshire), using and sharing pharmacy expertise to support the GPs and the whole practice in effective medicines management and optimal patient care, developing the role of Primary Care Pharmacists in close collaboration with Federation member Practices.

Job Responsibilities will pilot a range of the following activities:

Medication Review and Optimisation:

- To respond to reception queries to amend prescriptions, re-authorise repeats, 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.
- Face to face clinics: To identify patients in need of medication review and develop the system of patient invitation with the admin team, and see patients face-to-face for medication reviews and to discuss specific issues, such as those described above under "specific patient and prescribing issues".
- To discuss medication issues with patients as needed and appropriate by telephone, e.g. adverse effects/interactions, overdose/inadvertent ingestion, OTC remedies, queries from reception, queries from care homes.
- To complete pink (medication administration) forms for district nurses for GPs to sign.

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 review and continue repeat medications for new patients who have just registered with the practice, and suggest GP medication review where appropriate.
- 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.

Prescribing Systems and Policies:

- To liaise with reception, admin and clinical staff in discussing, developing, and implementing medicines management systems in the practice.
- To work with the GPs (especially the prescribing lead) and the practice manager 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 data team 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.

Working relationships and communication requirements:

- Communicate information to patients, carers, colleagues and other agencies in a manner consistent with their level of understanding, culture, background and preferred ways of communication.
- Provide complex information to patients/carers and supporting those receiving it, sometimes where significant barriers to understanding and acceptance exist. This includes gaining informed consent in sensitive circumstances and demonstrating empathy with patients, carers and families.
- Practice within a legal and ethical framework that adheres to the NMC/HCPC Code and PML policies and procedures.
- Always assess and adapt appropriately and respectfully to the home environment of patients and carers remembering, "We are guests in their home".
- Demonstrate established negotiating and influencing skills in the management of conflict across a range of situations which may involve diffusion of hostility and aggression, e.g. to deal with complaints sensitively, avoiding escalation, etc.
- Maintain confidentiality of information consistent with legislation and PML policies.
- Be proficient with IT systems, compile reports, analyse data often in the context of frequent interruption.

Registered health professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Information governance

PML is committed to consistently high standards of information. All employees have an individual responsibility to ensure that in the course of their duties, any records that they create are of high quality, accurate and up to date and compliant with PML's Records Management, Freedom of Information and Health Records policies and procedures and that the confidentiality and security of all information is maintained in accordance with the Data Protection Act 1998.

Confidentiality

The post holder must maintain confidentiality of information in accordance with professional and PML policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Equal opportunities

To promote and develop the equality of opportunities in accordance with the PML Equal Opportunities Policy.

This job description seeks to outline the key duties and responsibilities of the post holder and is not a definitive document and does not form part of the main statement of terms and conditions. This job will be reviewed periodically and changes may be made in consultation with the post-holder.

Personal Specification - Primary Care Pharmacist

Criteria	Description
Professional Registration	<p>Mandatory registration with General Pharmaceutical Council</p> <ul style="list-style-type: none"> • Membership of the Royal Pharmaceutical Society (desirable) • A member of or working towards Faculty membership (desirable) of the Royal Pharmaceutical Society
Qualifications	<ul style="list-style-type: none"> • Specialist knowledge acquired through postgraduate diploma level or equivalent training/experience <ul style="list-style-type: none"> • Masters degree in pharmacy (MPharm) (or equivalent) (desirable) • Independent prescriber or working towards/intent of gaining independent prescribing qualification (desirable)
Skills knowledge and experience	<ul style="list-style-type: none"> • Minimum of 2 years post qualification experience. • In depth therapeutic and clinical knowledge and understanding of the principles of evidence- based healthcare. • An appreciation of the nature of GPs and general practices • An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing • Excellent interpersonal, influencing and negotiating skills • Excellent written and verbal communication skills • Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients) • Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions. • Good IT skills • Able to obtain and analyse complex technical information • Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate • Able to work under pressure and to meet deadlines • Produce timely and informative reports • Gain acceptance for recommendations and influence/ motivate/ persuade the audience to comply with the recommendations/ agreed course of action where there may be significant barriers • Work effectively independently and as a team member • Demonstrates accountability for delivering professional expertise and direct service provision
Other	<ul style="list-style-type: none"> • Self-Motivation • Adaptable • Full Driving Licence • Safeguarding level adult and children level two <p>Desirable:</p> <ul style="list-style-type: none"> • Safeguarding adult and children level three • Information Governance • Immunisation status • Basic life support training • In date DBS