


MACDUFF MEDICAL PRACTICE

JOB DESCRIPTION		
	Job Title:	Clinical Pharmacist
	Location:	Macduff Medical Practice, Banff Health Centre, Fife Street, Banff AB45 1JD
	Position Type:	Part Time and holiday cover. To work either a Monday or a Tuesday 7.5 hours per week with an annual holiday requirement to cover up to 680 hours where possible.
<p>Table of Contents:</p> <ul style="list-style-type: none"> Essential Skills: Desirable Skills: Job Purpose: Medication Review Liaison Meetings Confidentiality Health & Safety Equality and Diversity Quality Communication Contribution to the Implementation of Services Personal/Professional Development: 		
<p>Essential Skills:</p> <ul style="list-style-type: none"> • Professional qualification in pharmacy at Masters level and one year pre-registration training. • Professional registration with The General Pharmaceutical Council. • Mandatory revalidation to maintain fitness to practice. • Basic computing skills including typing, Microsoft office, internet, email etc. • Clinical and medicine management experience. • Communication skills (including dealing with patients, carers, clinical and non clinical staff). • Team-working, problem solving and time management skills. • Demonstrate attention to detail in their work. • Resilience to change. 		
<p>Desirable Skills:</p> <ul style="list-style-type: none"> • Previous primary care experience (will be given training and mentorship from the existing pharmacy team based at the practice). • Previous use of Vision and Docman systems. • Non-medical prescribing qualification. 		
<p>Job Purpose:</p> <ul style="list-style-type: none"> • To work as part of the multidisciplinary practice team to support and deliver evidence-based, patient-centred care to patients at Macduff Medical Practice. The Clinical Pharmacist will use their pharmaceutical focus and skills to: <ul style="list-style-type: none"> • support effective medicines management and optimisation by conducting medication reviews. • facilitate seamless transfer of care by undertaking medicines reconciliation and liaison post discharge. 		

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- advise/lead on medicine related policy, training and issues affecting practice.
- identify opportunities to utilise expertise, knowledge and independent prescriber status to maximise team skill mix and reduce pressures on GPs time.

Duties and responsibilities:

- Action acute prescription and repeat prescription revalidation requests.
- Manage and respond to medicine related enquiries from GPs, other practice staff and patients.
- Reconcile medicines following discharge from hospital.
- Issue prescriptions as appropriate in relation to secondary care clinic requests.
- Issue prescriptions for starting new patients on Dosette / Medicine Management.
- Manage CMS prescriptions including initiating, managing and reauthorizing.
- Reconcile medication and organise prescriptions for patient discharge from GP ward.
- Handling emails that are sent to the Macduff Prescriptions email account.
- Assist with student / staff training where needed.

Medication Review

- Undertake clinical medication reviews of care home residents, with staff and/or patients. Maintain a focus on poly-pharmacy issues and produce recommendations for the GP on prescribing and monitoring. Progress towards implementing prescribing changes as an IP as experience and competence allows.
- Undertake clinical medication reviews and/or assessment of vulnerable housebound patients at risk of hospital admission and harm from poor concordance. Produce recommendations for the GP (and social care where relevant) on prescribing, monitoring and medicines management support. Progress towards implementing prescribing changes as an IP as experience and competence allows.
- Target and prioritise clinical medication reviews where workload dictates. Utilise practice/local/national guidance and data e.g. iSPARRA data, audit, QOF equivalent.

Medicines Reconciliation

- Reconcile medicines following discharge from hospitals. Identify and rectify unexplained changes and manage these with appropriate referral to the GP. Work with others (e.g. patients, carers and community pharmacists) to ensure continuity of medication supply.

Medicines Management and Prescribing Policies

- Support management of acute prescription requests on behalf of GPs where appropriate.
- Manage CMS prescriptions including initiating, managing and reauthorizing.
- Produce, implement and monitor a practice repeat prescribing policy.
- Support practice staff in regard to queries relating to repeat prescribing.
- Work alongside practice prescribers to implement local and national guidelines and formulary recommendations.
- Undertake audit in target areas to support cost and quality improvement of prescribing and patient care.

Chronic Medical Conditions

- Run clinics (as desirable) to see patients with less complicated medical problems, where medicine optimisation is required (e.g. hypertension, asthma). Make recommendations to GPs for changes to therapy if appropriate. Progress towards implementing prescribing changes as an IP as experience and competence allows.

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Medicines Information <ul style="list-style-type: none">• Manage and respond to medicine/related enquiries from GPs, other practice staff and patients.
Training <ul style="list-style-type: none">• Provide education and training to primary healthcare team on therapeutics and medicines optimisation where necessary.
Liaison <ul style="list-style-type: none">• Attend and participate in practice meetings as required.• Liaise with community pharmacies (e.g. queries, changes to dosettes/medicine management, CMS, alternative prescriptions when items unavailable).• Liaise with hospital staff pre-discharge where necessary to proactively manage patients at high risk of medicine related problems.• Support development of virtual ward teams by working with case managers, multidisciplinary (health and social care) review teams, hospital colleagues to manage medicines related risk for readmission and patient harm.• Provide support to social / home-care staff to facilitate processes around safety of medicines ordering and administration.
Meetings <ul style="list-style-type: none">• Attend Practice meetings as and when necessary.
Confidentiality <ul style="list-style-type: none">• Undertake all duties in a manner that ensures patients sensitive information in relation to their health and other matters is treated in confidence, respecting their privacy and acting 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. Ensure that all such information, from any source, is to be regarded as strictly confidential.• Ensures that 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, to include:<ul style="list-style-type: none">• 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 and Diversity <ul style="list-style-type: none">• The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:<ul style="list-style-type: none">• Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.

MACDUFF MEDICAL PRACTICE

JOB DESCRIPTION			
<ul style="list-style-type: none"> • 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. 			
Quality <ul style="list-style-type: none"> • The post-holder will strive to maintain quality within the Practice, and will: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • The post-holder should recognise the importance of effective communication within the team and will strive to: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • The post-holder will: <ul style="list-style-type: none"> • Apply Practice policies, standards and guidance. • Discuss with other members of the team how the policies, standards and guidelines will affect own work. • Participate in audit where appropriate. 			
Personal/Professional Development: <ul style="list-style-type: none"> • Continuous Personal Development will be encouraged and supported by the Practice. The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include: <ul style="list-style-type: none"> • Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development - developing and maintain a Personal Learning Plan • Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work. (It is the individual's responsibility to remain up-to-date with recent developments). • Participate in the education and training of medical students and members of the Practice staff where appropriate. • Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development. • If it is necessary to expand the role to include additional responsibilities, full training will be given. 			
Reviewed By:	Keith J Anderson MBE	Date:	1 Jul 21
Approved By:	Keith J Anderson MBE	Date:	1 Jul 21
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