**Partner**

**Job Description**

**Job Title: Advanced Clinical Pharmacist**

**Accountable to: Head Medicines Management**

**Reports to: Deputy Head Medicines Management**
**Salary:** **Bank**

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| **Job Summary** |
| A key member of the organisation the Advanced Clinical Pharmacist will work to develop and deliver the medicines optimisation and medicines safety agenda, contribute to the management of long-term conditions and repeat prescribing, clinical medication reviews, clinical assessment and diagnosis within sphere of competency.The post-holder will work with clinical colleagues to ensure the highest standards of care are provided for all registered and temporary patients, and will work across the organisation to become a core member of the team of healthcare professionals. |
| **Key Responsibilities**  |
| **Clinical Practice**The post-holder will be expected to undertake all the normal duties and responsibilities associated with a Practice Pharmacist working in General Practice and out of hours setting including:* Undertake clinical medication reviews with patients.
* Contribute to updating and implementing prescribing policy.
* Manage the repeat prescribing reauthorisation process by reviewing patient requests for repeat prescriptions, and reviewing medicines reaching review dates, and flagging up those needing a review.
* Undertake repeat prescribing.
* See patients where medicine optimisation is required.
* Incorporate the objectives of medicines optimisation into every day general practice, including the aims of national and local strategies.
* Work with care home staff to improve safety of medicines ordering and administration.
* Reconcile medicines following discharge from hospitals and intermediate care, including identifying and rectifying unexplained changes, and working with patients and community pharmacists to ensure patients receive the medicines they need.
* Set up and manage systems to ensure continuity of medicines supply to high-risk groups of patients (eg those with medicine compliance aids or those in care homes).
* Identify cohorts of patients at high risk of harm from medicines through practice computer searches, including risks that are patient related, medicine related, or both.
* Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components (e.g. advise on treatment pathways and patient information leaflets).
* Analyse, interpret and present medicines data to highlight issues and risks.
* Monitor the practices’ prescribing against Pan Mersey Formulary RAG list and make recommendations to GPs for medicines that should be prescribed by hospital doctors (red drugs) or subject to shared care
* Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.
* Answer all medicine-related enquiries from GPs, other practice staff and patients with queries about medicines.
* Assist practices to achieve QoF objectives.
* Evaluate clinical information from examination & history taking and initiate appropriate
* treatment and/or referral.
* Signpost appropriately to other services in the identified healthcare pathway.
* Refer patients to appropriate care settings, where appropriate
* Provide assessment, treatment and diagnosis within competency at point of first contact by attending to patients in a variety of settings according to patient needs.

**Other Duties / Responsibilities*** Work to ensure compliance with CQC standards.
* Undertake risk assessment and management and ensure compliance with medicines legislation.
* Contribute to public health campaigns, including flu and other immunisation initiatives.
* Undertake audits of prescribing in areas directed by the GPs / HOMM, feedback the results and implement changes in conjunction with the clinical team.

Communication * Utilise and demonstrate high level communication skills and knowledge.
* Act as an advocate for the patient and communicate effectively with a wide range of Health Care Professionals on their behalf.
* Apply the principles of consent to ensure patients are fully informed and consent to treatment.
* Communicate effectively with patients and carers; recognising the need for alternative methods of communication whilst anticipating barriers to communication and take action to improve.
* Maintain effective communication with external stakeholders.

 Delivering a quality service * Work within own competence and standards for professional practice as defined by the GPC.
* Produce accurate, contemporaneous and complete records consistent with legislation and policy.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NICE guidelines and evidence-based practice.
* Assess effectiveness of care delivery through self and peer review, benchmarking and evaluation.
* Initiate and participate in quality governance systems and processes across the organization.
* Utilise the audit cycle to evaluate the quality of work of self and the team, implementing improvements where required.
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives.
* Evaluate patients’ response to health care provision and the effectiveness of care.
* Identify, assess, manage and escalate risks, support and participate in shared learning within PC24 following incidents and or examples of good practice.
* Contribute in the application of frameworks to support lessons learnt e.g. (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.
* Assess the impact of policy implementation on care delivery.
* Be fully up to date in the safeguarding of vulnerable adults and children legislation.
* Engage in the process of regular Clinical Supervision.

Leadership – personal and people development * Take responsibility for own learning and performance, acting as a positive role model.
* Support staff development in order to maximise individual potential.
* Critically evaluate and review innovations and developments that are relevant to the area of work.
* Enlist support and influence stakeholders and decision-makers to bring about new developments.
* Contribute to planning and implementing changes within the area of care and responsibility.
* Contribute to the development of local guidelines, protocols and standards.
* Promote the role of ANP across all service delivery areas.

Team working * Demonstrate commitment to developing the Advanced Clinical Pharmacist role within the team.
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
* Create clear referral mechanisms to meet patient need.
* Prioritise own workload, ensure effective time-management strategies are embedded in the team.
* Work collaboratively to clearly define values, direction and policies impacting upon care delivery.
* Work collaboratively with the team to create opportunities to continually improve patient care.
* Agree plans and outcomes by which to measure success.

Management of risk * Manage and assess risk, ensuring adequate measures are in place to protect staff and patients.
* Monitor work areas and practices to ensure they are safe, free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Apply infection-control measures within practice according to local and national guidelines.

Managing information * Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
* Manage information searches using the internet and local library databases.
* Understand responsibility of self and others regarding the Freedom of Information Act 2000.

Learning and development * Undertake mentorship for new staff, assessing competence against set standards.
* Actively engage in clinical supervision, self-reflection and learning through the audit process.
* Assess own learning needs and undertake learning as appropriate.
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.
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**Partner**

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| Person Specification  |
| Education & Training | **Essential** | **Desirable** |
| Degree in Pharmacy | x |  |
| Clinical Diploma |  | x |
| Clinical Examination Skills |  | x |
| Independent Prescriber V300 | x |  |
|  Skills & Knowledge  |  |  |
| Excellent written and verbal communication skills  | x |  |
| Excellent interpersonal, influencing and negotiating skills | x |  |
| Demonstrates the ability to communicate complex and sensitive information in an understandable form to a variety of audiences. | x |  |
| Able to obtain and analyse complex technical information. | x |  |
| Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate. | x |  |
| Competent IT skills, including the use of Microsoft Word & Excel and ability to pick up new software packages, including Datix (Training on the Datix system will be given) | x |  |
| Ability to organise workload, identify and direct own workload, managing conflicting priorities to deliver the required outcome | x |  |
| Ability to work under pressure | x |  |
| Produce timely and informative reports. |  |  |
| Ability to develop effective working relationships | x |  |
| An understanding, acceptance and adherence to the need for strict confidentiality. | x |  |
| Knowledge and Experience |  |  |
| Minimum of 2 years post-qualification experience. | x |  |
| In depth therapeutic and clinical knowledge and understanding of the principles of evidence based healthcare. | x |  |
| An appreciation of the nature of general practice / out of hours / extended access. |  | x |
| An understanding of medicines safety  | x |  |
| Experience of medication review, face to face and remotely | x |  |
| Experience of repeat prescribing and prescribing for long term conditions within competency.  | x |  |
| Is able to plan, manage, monitor, advise and review general medicine optimisation issue in core areas for long term conditions. | x |  |
| Make professionally autonomous decisions for which he/she is accountable | x |  |
| Provide a first point of contact for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan | x |  |
| To maintain accurate and contemporaneous records, utilising computer systems where appropriate and consider the Caldicott Principles in relation to all data handling. | x |  |
| Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports | x |  |
| Provide safe, evidence-based, cost-effective, individualised patient care | x |  |
| Refer patients directly to other services/agencies as appropriate | x |  |
| Personal Qualities |  |  |
| Ability to work at pace in a busy working environment and able to multi-task | x |  |
| Work effectively independently and as a team member. | x |  |
| Ability to work flexibly  | x |  |
| Ability to work with minimal supervision. Able to work on own initiative, organising and prioritising own and others workloads to changing and often tight deadlines but recognise own limitations and act upon them appropriately. | x |  |
| Commitment to and demonstration of PC24 values | x |  |

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