

Llantwit Major and

Coastal Vale

Medical Practice

Eryl Surgery, Station Road, Llantwit Major, Vale of Glamorgan, CF61 1ST

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**Practice Pharmacist - Job Description**

**Post:**  Practice Pharmacist

**Location:** Llantwit Major & Coastal Vale Medical Practice

**Salary:** Negotiable

**Hours:**  Negotiable

**Report to:** Prescribing Lead

**Job Purpose and Main Duties**

* In collaboration with other clinical and managerial colleagues, to maintain and improve quality general medical services and the management of prescribed medication for the registered patients of the Practice.
* To work towards the achievement of the clinical elements of the GMS contract and prescribing indicators.

**Job Duties**

* To provide a comprehensive range of clinical duties including:
* Action acute prescription requests from patients and prescribe where appropriate or arrange blood tests. Refer to GP if necessary in line with practice protocols.
* Undertake telephone consultations on medication issues and update medication where appropriate
* Reauthorise and prescribe repeat chronic disease medications following patient reviews.
* Action practice GMS Contract prescribing issues and prescribing indicators – polypharmacy reviews and report writing for submission.
* Provide training to registrars/ GP trainees/ medical students and induct new Clinicians in practice on medicines management strategies and prescribing targets
* Provide prescribing support for all Clinicians as required.
* Aid compliance with practice and UHB formularies.
* Review, check and update medication from hospital discharge summaries for all medications including insulin and epileptic medications.
* Manage the shared care medications process within the practice, to include interpretation of blood results and prescribing. To contact patients where needed to explain blood results that are out of range and to liaise with secondary care for further advice when needed.
* Write referrals to secondary care (as appropriate) under the supervision of clinician
* Undertake incentive scheme audits – feedback to prescribers, monitor improvements and ensure improvement is maintained.
* Maintain / update medicines management protocols in line with latest guidance e.g. chronic disease management
* Undertake patient medication reviews within the surgery, prescribe and update medications
* Complete End to End review of the current **repeat** prescription process, including “bulk” prescribing, in line with the continuous improvement program within the practice.
* Complete End to End review of the current **acute** prescription process in line with the continuous improvement program within the practice.
* To attend and contribute to regular practice clinical and administrative meetings whether formal or informal. This may involve adjustments to workload to allow attendance.
* To support the practice in the implementation and achievement of the GMS contract. To take an active role take in providing practice enhanced services.
* To contribute to the clinical governance of the practice, and to fully participate in the reporting of incidents to the clinical governance lead.
* To keep up to date with current and forthcoming National Service Frameworks and NICE guidance and their impact on primary care services.
* To ensure that care is delivered using evidence based practice by developing and maintaining your level of expertise, knowledge and skills
* Ensure that adequate, accurate and appropriate clinical records are maintained for all work carried out in the practice.
* To work as part of the clinical team and to organise and prioritise workload on a day to day basis.

**GENERAL INFORMATION**

**Confidentiality:**

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act 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.  All such information from any source is to be regarded as strictly confidential.

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:**

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, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include:

* Using personal security systems within the workplace according to Practice guidelines
* 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
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder’s role
* Undertaking periodic infection control training (minimum annually)
* Reporting potential risks identified

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
* 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.

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

* 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:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognize people’s needs for alternative methods of communication and respond accordingly

**Contribution to the Implementation of Services:**

The post-holder will:

* 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

**Special requirements of the post:**

This job description represents an outline of the post and is not exhaustive; it provides an indication only of the scope and range of the duties to be undertaken. The post holder may be required to undertake other related duties not specifically mentioned above. The job description therefore is intended to be flexible and is subject to review and amendment following consultation between the post holder and line manager.

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