

PHARMACIST (MATERNITY COVER) JOB DESCRIPTION

JOB TITLE	Pharmacist (Maternity Cover)
HOURS	Part-time (16-20 hours per week) across Monday to Friday between the hours of 8am and 6.30pm
SALARY	Competitive salary
RESPONSIBLE TO	Administratively the Practice Manager Clinically the Partners Supervision / mentoring the Senior Clinical Pharmacist
JOB SUMMARY	<p>The Pharmacist will act autonomously within their professional boundaries to provide support to the GPs and the repeat prescribing team in all medicines management matters and in implementing effective medicine management within the Practice, identifying areas for improvement.</p> <p>The Pharmacist will work as part of a multi-disciplinary team along with fellow Pharmacists and Pharmacy Technicians and will be in a patient facing role to clinically assess and treat patients using their expert knowledge of medicines for specific disease areas.</p> <p><i>Applicant must be a qualified and competent Pharmacist and desirably an independent non-medical prescriber (although this is not essential).</i></p>
KEY DUTIES	<ul style="list-style-type: none"> • To act as the first point of contact to provide specialist expert knowledge in the use of medicines and for all prescription queries and medication requests from staff and patients. • To undertake clinical medication reviews with patients where medicine optimisation is required to reduce waste and promote self-care. • To reconcile discharge summaries and medications for patients being discharged from hospital and/or moving into a care setting. • To be responsible for the care management of patients with chronic diseases and undertake

	<p>medication reviews to proactively manage patients with complex poly-pharmacy (including but limited to the elderly, care home residents, co-morbidity patients etc.)</p> <ul style="list-style-type: none"> • To implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance. • If an independent prescriber, to prescribe, monitor and review medication that is appropriate to patient needs and in accordance with latest evidence-based practice, national and practice protocols and within the scope of qualified practice. • To undertake CPPE training as identified. • To ensure patient confidentiality, respect, and dignity is adhered to at all times.
<p>OTHER DUTIES</p>	<ul style="list-style-type: none"> • To produce recommendations for the GP's and other healthcare providers within the Practice on prescribing and monitoring. • To help produce, review and implement a Practice repeat prescribing policies and procedures. • To identify cohorts of patients at high risk of harm from medicines and put in place changes to reduce the prescribing of medicines to these high risk patient groups. • To undertake clinical audits of prescribing and feedback the results to implement changes. • To assist Partners with the monitoring and management of their prescribing budgets. • To audit Practice compliance against NICE technology assessment guidance. • To work with the immediate and wider team to ensure that the Practice is compliant with CQC standards where medicines are involved. • To provide lifestyle advice to patients making any necessary referrals within the Practice. • To act as a chaperone at the patient or GP request and to annotate the records thereafter. • To use Arden's templates to ensure accurate and legible notes of all consultations and treatments are recorded in the patient's records. • To contribute to local and national practice targets e.g. QOF, national benchmarking etc.

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| | <ul style="list-style-type: none">• To ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations, embarking upon further training if required.• To deliver high quality, compassionate care and treatment to patients with a focus on promoting health, self-care and independence.• To take responsibility for own development, learning and performance to ensure own educational commitment is at least sufficient to maintain registration requirements.• To participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate.• To undertake statutory and mandatory training as required• To act with professionalism and ensuring that ethical conduct is adhered to at all times.• To assist with training for new staff.• To assist with the gathering of statistics and information when required.• To participate and co-operate with any research projects.• To work across different practices on an ad-hoc/when required basis.• It will be necessary to attend and contribute to various practice meetings as requested.• This job description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners and the Management Team. |
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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 carer's, 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.
- The post holder must not enter patient records without clinical or administrative need to do so.
- The post holder must maintain confidentiality of information, always acting within the terms of the Data Protection Act and the Caldicott Principles on patient confidentiality.
- The post holder must also maintain an awareness of the Freedom of Information Act.

HEALTH AND SAFETY, INFECTION CONTROL & SAFEGUARDING

The post-holder will assist in promoting and maintaining their own and others health, safety and security as defined in the Practice health and safety policy and the Practice infection control policy and 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 and tidy whilst adhering to GDPR regulations.
- Undertaking annual infection control training.
- Reporting potential risks identified.
- Demonstrate due regard for safeguarding and promoting the welfare of children and adults.
- Extracting safeguarding information and following the appropriate pathway when required

EQUALITY AND DIVERSITY

The post holder will support the equality, diversity and rights of patient's, carer's 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, their carer's 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 (annual appraisal), including taking responsibility 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 patient's 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 their carer's.
- Recognise people's needs for alternative methods of communication and respond accordingly.