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| **ROLE:** | PCN Clinical Pharmacist Lead |
| **SALARY:** | £60,000 - £64,000 per annum   |  | | --- | |  | |
| **MANAGERIALLY ACCOUNTABLE TO:** | Operations Manager |
| **PROFESSIONALLY ACCOUNTABLE TO:** | Clinical Director |
| **KEY RELATIONSHIPS:** | * Managers and Staff within East Cornwall Primary Care Network and GP practices within the network * Clinical Pharmacist, pre-registration Pharmacists, Pharmacy Technicians, and apprentice Pharmacy Technicians employed through the Primary Care Network * Patients and their Carers / Representatives * GPs and Allied Health Professionals * Local Health and Social Care Providers * ICB medicines optimisation team * Ensuring representation at GP prescribing leads meetings. |
| **HOURS PER WEEK:** | 37.5 hours   |  | | --- | |  | |
| **PLACE OF WORK:** | East Cornwall PCN member practices and PCN hub   |  | | --- | |  | |

**JOB PURPOSE**

This is a combined strategic and operational role leading on PCN pharmacy services, and ensuring delivery of those services. The post holder will deliver clinical leadership to the PCN pharmacy team and deliver clinical support to the practices within the East Cornwall Primary Care Network as necessary. Duties will include clinical supervision, line management, compassionate & visionary leadership, project development and programme delivery. The post holder will be an expert in a clinical specialty and act as a clinical lead for this in the ARRS team, as well as actively supporting the development and supervision of the clinical pharmacy team. There will also be a dedicated project working element to this post, working at a strategic level across the PCN to promote best practice, quality improvement and population level patient safety. The post holder will also run their own clinics in a general practice or clinical hub setting. The post holder will have line management and appraisal responsibility for the pharmacy team.

**KEY DUTIES AND RESPONSIBILITIES**

**CLINICAL RESPONSIBILITIES**

* Identify patients requiring medication review and conduct appropriate medication review clinics or home visits if required by the organisation/practices and liaise with carers, Community Health teams or social care staff in order to optimise drug therapy, reduce polypharmacy and minimise unnecessary waste, communicating directly with patients as necessary.
* Provide pharmaceutical support to a designated group of GP practices or care settings to enable them to develop, implement and monitor an agreed prescribing plan which meets the objectives of the medicines management plan.
* Assist practices/ care settings in developing formularies, guidelines and policies to ensure the implementation of NICE guidelines, National Service Frameworks and the requirements of the medicines-related aspects of the GMS contract.
* Lead on population level health management projects for proactive QI in medicines safety. This will include the formation of a virtual workforce to deliver eclipse and routine medicines safety audit to the practices within ECPCN. This may extend to providing network level resilience to core contractual medicines safety e.g. CQC medicines governance indicators
* Support the delivery of innovative population health interventions in chronic disease areas (e.g. heart failure, diabetes, atrial fibrillation)
* Develop relationships with third sector providers (e.g. community pharmacy) within the network to deliver relevant DES and IIF domains involving external partners, such as GP CPCS
* Deliver ad hoc clinics and clinical interventions aligned to the PCN workplan
* Advise GPs, care staff and primary health care teams on risk management processes relating to the prescribing and monitoring of specialist drugs e.g. controlled drugs and those subject to shared care arrangements.
* Lead the pharmacy team agenda with practices to review specific areas of prescribing, specified by the line management or identified with the GP prescribing lead, including the interpretation of e-PACT data and the use of practice information to review prescribing and identify areas for action.
* Provide clinical leadership to the PCN Clinical Hub interdisciplinary team.
* Develop and review PCN policy with regard to prescribing systems and quality improvement to encourage the implementation of prescribing guidance and monitoring guidelines where appropriate.
* Liaise with Community Pharmacists and develop the key strategic relationship with Cornwall LPC to encourage them to reinforce changes made, encouraging them to identify savings which can be achieved with regard to generics, dose optimisations etc. and to assist in building their relationship with the practice.
* Provide advice and support to improve the disease registers within each practice to ensure all suitable patients are identified and offered suitable treatment and monitoring for their condition.
* Facilitate and participate in multi-disciplinary meetings related to prescribing topics and to engage in the training of other healthcare professionals and practice staff on matters relating to medicines usage.
* Attend and arrange where necessary primary/secondary care interface meetings in designated specialist therapeutic areas to improve the cost effective and evidence based use of medicines across locality and develop links with the hospital pharmacists involved in these areas.
* Lead the strategic implementation of clinical audits of prescribing in areas identified by yourself and agreed by the PCN or as directed by the PCN, feedback the results and implement changes in conjunction with the relevant practice team.
* Undertake any other duties appropriate to the grade as allocated by line management
* Act as professional lead for strategic support and delivery of network DES and IIF at a population level. Proposals will be developed and designed by the post holder and worked up with members of the network senior leadership team (i.e. Care co-ordinator team and Strategic Ops Manager) before being presented to the board for approval.
* Ensuring there are systems in place for the pharmacy team to review and action safety alerts, CQC searches and ensuring safe prescribing across PCN.

**Education and Clinical Leadership**

* Lead and develop the education & training strategy for the PCN pharmacy team (and other ARRS roles where necessary) across the PCN
* Plan and deliver teaching to other healthcare professionals as required
* Secure access to the relevant information sources for clinicians working as part of the PCN as necessary Collaborate with secondary care partners regarding potential research projects/joint working and the provision of excellent, evidence based medicines advice to primary care clinicians
* To support pharmacists to join the Royal Pharmaceutical Society’s Faculty for peer review and career advancement
* To act as a designated supervisor for NMP prescribing courses if required
* Support a learning culture within the organisation, including:
  + A clinical supervision programme for pharmacy personal and mentorship for pharmacists studying postgraduate courses
  + Planning appropriate clinical experiences for pharmacy teams
  + Supporting/mentoring other staff involved in the delivery of training, including coordination of meetings/courses
  + Providing formal and informal feedback on clinical learning progress
  + Supporting staff members in difficulties with their studies

**Responsibilities for physical and financial resources**

* Contribute to, and promote the delivery of, safe, effective and cost efficient prescribing across primary and secondary care to achieve the most effective use of the medicines resource at both practice level and across the entire health economy
* Analyse and use web based prescribing data (PACT and e-PACT) at practice to facilitate appropriate prescribing habits and keep drug budgets within limits. Evaluate this information to identify areas of increased expenditure and advise on actions to be taken to ensure prescribing is cost effective and evidence based.
* Evaluate GP practices’ position with respect to QOF or other incentive schemes including achievement of both financial and quality targets and communicate this to practices updating the plan with the practice.
* Support in the development of other members of the clinical pharmacy team to replicate projects to support these incentive schemes in their own practice and project manage delivery
* Be responsible for the correct use and security of all equipment, information and data used.
* Support the delivery of medication and prescribing elements of the Impact and Investment Fund programme across the East PCN GP practices.

**Communications and leadership**

* Provide leadership and a clear vision for the pharmacy ARRS team
* To lead and take responsibility for the delivery of the PCN prescribing workplan, in line with the contract network DES and IIF
* Be required to communicate information, sometimes complex, to a wide range of individuals and groups with different levels of understanding using a well developed range of verbal and written skills.
* Provide written reports on therapeutic topics and summaries of clinical evidence for doctors as well as devising easily understood information for patients and practice staff.
* Demonstrate tact, diplomacy and negotiating skills to engage with doctors to persuade them to work towards objectives, overcoming resistance to change.
* Develop good working relationships with the whole range of practice staff and a network of contacts within the locality and secondary care to provide problem-solving advice on a wide range of matters relating to medicines.
* Advise community pharmacists in the vicinity of where prescribing and medicines management developments and/or changes are planned so they may anticipate the impact on their pharmacies and give a consistent message to patients.
* Work in a discreet and professional manner, respecting and maintaining the confidentiality of patient specific and prescribing data (both at practice and organisational/locality wide level).
* Be aware of, and monitor, the advice given to practices by representatives of the pharmaceutical industry and to counter the impact of inappropriate information to prescribers.
* Provide mentoring, coaching and professional supervision to other members of the clinical pharmacy team. Directly provide professional support to junior members of the pharmacy team and work in conjunction with the locality lead to deliver the PCN Network contract requirements for professional development/support across the network. Actively work with the Clinical Pharmacist Locality Lead to ensure all members of the pharmacy team receive appropriate supervision.
* Provide expert insight, leadership and specialism in a given clinical area of interest at a PCN level. Actively lead quality improvement in this area, linking in with financial incentives where relevant (e.g. leading for a given network DES within the purview of a specialisation)
* Deputise where necessary to the locality lead pharmacist for strategic meetings, projects and working groups. Lead on a devolved number of projects as agreed with the locality lead.

**Policy and Service Development**

* Support the development of prescribing policy in individual practices and care settings, the implementation of that policy and be involved in the development of policy in discreet areas of prescribing, involving working with clinicians in both primary and secondary care
* Produce best practice policies, protocols and SOPs for review by the clinical pharmacist lead and PCN board for adoption at a practice level across the network

**Planning and organising**

* Be able to prioritise and meet set deadlines particularly when under pressure.
* Take the delegated lead responsibility for specific projects or key specialist areas of pharmacy practice as identified by line management.
* Organise and manage their personal workload in the face of competing priorities, managing their own time effectively and working closely with a range of practice staff and the administration and technical staff in the Medicines Management department.
* Record and report to line management and practices on the work undertaken and the benefits produced, in a timely manner, using tools such as Microsoft Word, Excel, and e-mail.

**Analysis and data management**

* Critically appraise information from drug industry to inform other staff members and healthcare professionals in practices.
* Assist in analysing medicines data, including interpreting e-PACT data (web-based electronic prescribing data analysis system) and providing reports at practice level for designated practices.
* Actively identify quality improvement areas based on practice level prescribing data across the PCN; propose neighbourhood and PCN level projects and provide professional leadership and accountability to project manage those projects approved by the PCN board or pharmacist lead.
* Demonstrate good computer literacy (e-mail, word, excel, PowerPoint, on-line medicines information databases).
* Promote and be an advocate for the use of local formularies in practices in both written and electronic format ensuring that the formulary is the cornerstone for all prescribing practice in primary care.

**Work complexity: Mental, physical, emotional effort and working conditions**

* Be a car driver and work across multiple sites on a daily basis.
* Use a VDU for significant amounts of the time e.g. email, prescribing data analysis, web searching and report writing.
* Be required to concentrate on tasks to ensure accuracy around practice work e.g. recommendations to GPs and changing prescriptions on the computer which, if incorrect, could lead to serious harm to a patient.
* Deal with queries, or complaints, from patients who may be distressed or unhappy with changes made to their medication, either face-to face or on the telephone.
* Be required to negotiate with practice staff (including GPs, practice nurses, practice managers and health professionals) who may be unhappy when challenged about their practices relating to prescribing or medicines management.
* Manage a competing and frequently changing workload, responding rapidly to new national or local policy, guidance and/or new legislation.
* Work in a discreet and professional manner, respecting the contractor status of the GP practices and to maintain confidentiality of information, including Prescribing And CosT (PACT) data, in accordance with the Data Protection Act and Caldicott guidance (practice level).
* Present, negotiate and resolve conflict around the implementation of a practice formulary and prescribing policies which are consistent with the aims of quality prescribing and budgetary control, when members of the practice team may be unhappy to co-operate or change their practice.

**Decisions made: (Freedom to act)**

* The post holder will be guided by their professional Code of Ethics, relevant legislation, policies and guidelines, local and national medicines management frameworks and guidance and will be able to interpret these and make judgements on how they apply when dealing with specific situations as they arise. The post holder will be expected to work under their own initiative, often in isolation, but will be able to seek guidance from their peers or line managers if the need arises.

**Other Duties**

* To undertake any other duties as allocated by line management, commensurate with grade.

**GENERAL**

* Confidentiality: In line with the General Data Protection Regulations 2018 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left PCN. 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.
* Health and Safety: The post holder is required to ensure health and safety duties and requirements are complied with. It is the post holder’s personal responsibility to conform to procedures, rules and codes of practice. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
* Risk Management: The post holder will be required to comply with PCN’s Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
* Safeguarding Children and Adults: PCN is committed to safeguarding children and adults and therefore all staff must participate in the required level of safeguarding children and adults training.
* No Smoking: To give all patients, visitors and staff the best chance to be healthy, all Kernow Health premises and grounds are smoke free.
* Equality and Diversity: All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equality of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people’s human rights as part of your everyday practice.
* Making Every Contact Count (MECC): Is an approach to behaviour change that utilises day to day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing. MECC enables the opportunistic delivery of consistent and concise healthy lifestyle information and enables individuals to engage in conversations about their health at scale across organisations and populations.

**Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**PERSON SPECIFICATION**

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| **Attributes** | Essential | Desirable |
| Education/ Qualifications | * Vocational Master’s Degree in Pharmacy, or equivalent comprehensive experience. * Completion of Pre-Registration Training * Registration with the General Pharmaceutical Council ( GPhC) * Evidence of commitment to Continuing Professional Development * Post-graduate qualification in clinical pharmacy or equivalent (e.g. PgDip or MSc Clinical Pharmacy) or equivalent primary care experience * Authorisation for Independent Prescribing | Registration with the Royal Pharmaceutical Society of Great Britain (MRPharmS)  Completion of the CPPE PCN/MOCH pharmacist pathway  Clinical Leadership qualification (e.g. through the NHS Leadership Academy) |
| Knowledge | Knowledge of the wider NHS  Extensive knowledge and expertise across a number of clinical areas including common chronic disease management  Expert knowledge in a defined clinical area with demonstrable evidence of previous specialist experience in this area |  |
| Experience | NHS experience in Primary Care, Hospital or Community Pharmacy  Delivery of Medicines Management Standards and Policies  Extensive experience of strategic working with primary care health teams  Experience of working on projects where post holder uses own initiative and manages own time  Experience of multidisciplinary working  Experience in implementing, leading and developing projects | Experience of providing strategic prescribing advice to GPs  Experience in analysing PACT data |
| Skills and Abilities | Patient physical assessment, e.g. blood pressure measurement, blood glucose testing, urine testing, pulse oximetry, temperature measurement.  Excellent written and oral communication skills  Excellent interpersonal skills  Persuasive negotiating and influencing abilities  Excellent team leadership skills  Able to instigate, lead and manage change  Well organised and able to organise others  Able to co-ordinate and plan activities with others  Able to motivate others  Able to prioritise and meet set targets  Computer literate  Advanced level of clinical reasoning  Maintains high standard of practice  Able to work under pressure  Able to work as part of a team or as an individual  Able to propose, lead and manage strategic network level projects  Confidence to work strategically at a practice, population and network level across a broad spectrum of stakeholders |  |
| Work Related Circumstances | Flexibility required with regard to working hours  Post holder will be required to travel between practices and needs a full driving licence and access to a car  To use VDU equipment for a significant proportion of the day on most days:  High degrees of concentration required. |  |
| Personal Attributes | Honesty  Integrity  Flexibility  A desire to do the right thing  An ability to admit, accept and learn from things that go wrong  Adaptability  Conscientious  Dependable  Emotionally resilient  Resourceful |  |