

**The James Cochrane Practice**  
**Clinical Pharmacist job description & person specification**

This job description is not exhaustive and is intended to provide an outline of the key tasks and responsibilities only. There will be other duties required of the post holder commensurate with the position.

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice, and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

Role Details	
Job Title:	<b>Clinical Pharmacist</b>
Hours of work:	Part time, 24 hours per week
Primary Location:	The James Cochrane Practice, Helme Chase Surgery, Kendal, LA9 7HR and Maude Street Surgery, Kendal, LA9 4QE or other UK locations
Line Manager:	Long Term Conditions Lead Partner
Accountable to:	The Partners – Clinically Practice Business Manager – Administratively
Responsible for:	Delivery of high-quality care for patients with long-term conditions. Contribute to practice targets (QOF etc.), complying with local and regional guidance.
Commencement date:	2024

Job Summary
<p>The post holder is a clinical pharmacist who is used to acting within their professional boundaries, who will work alongside out team clinicians and other clinical pharmacist at our GP practice.</p> <p>They will improve patients' health outcomes and the efficiency of the primary care team by providing direct, accessible and timely medicines and expertise including face to face contact with patients.</p> <p>They will be an integral part of the general practice team, as well as part of a wider pharmacist network and multi-disciplinary team. This includes being a conduit of patient medicines information into and out of hospitals. They will work to optimise medication issues to improve patient care and safety, and support clinical staff in the management of patients.</p> <p>As part of their employment, they will achieve qualifications from our local accredited training pathway, including independent prescribing, equipping the clinical pharmacist to be able to practise and prescribe safely and effectively in a primary care setting.</p> <p>A supervision and mentorship network will be provided to support the clinical pharmacist.</p>

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<b>Practice Vision Statement</b>
Treating people, the way we'd like to be treated

<b>Primary Responsibilities</b>
<p>The clinical pharmacist in a general practice organisation has the following key responsibilities in relation to delivering health services.</p> <p>These key responsibilities are based on those outlined in Annex B1 of the <a href="#">Network Contract Directed Enhanced Service 2023-24 specification</a></p> <p>There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels.</p> <ul style="list-style-type: none"><li>a. Work as part of a multi-disciplinary team in a patient-facing role to clinically assess and treat patients using their expert knowledge of medicines for specific disease areas</li><li>b. Be a prescriber, or completing training to become a prescriber, and work with and alongside the general practice team</li><li>c. Be responsible for the care management of patients with chronic diseases and undertake clinical medication reviews to proactively manage people with complex polypharmacy, especially the elderly, people in care homes, those with multiple co-morbidities (in particular frailty, COPD and asthma) and people with learning disabilities or autism (through STOMP – Stop Over Medication Programme)</li><li>d. Provide specialist expertise in the use of medicines whilst helping to address both the public health and social care needs of patients at the organisation and to help in tackling inequalities</li><li>e. Provide leadership on person-centred medicines optimisation (including ensuring prescribers in the practice conserve antibiotics in line with local antimicrobial stewardship guidance) and quality improvement, whilst contributing to the Quality and Outcomes Framework and enhanced services</li><li>f. Through structured medication reviews, support patients to take their medications to get the best from them, reduce waste and promote self-care</li><li>g. Have a leadership role in supporting further integration of general practice with the wider healthcare teams (including community and hospital pharmacy) to help improve patient outcomes, ensure better access to healthcare and help manage general practice workload</li><li>h. Develop relationships and work closely with other pharmacy professionals across the wider health and social care system</li><li>i. Take a central role in the clinical aspects of shared care protocols, clinical research with medicines, liaison with specialist pharmacists (including mental</li></ul>

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health and reduction of inappropriate antipsychotic use in people with learning difficulties), liaison with community pharmacists, and anticoagulation

- j. Be part of a professional clinical network and have access to appropriate clinical supervision. Appropriate clinical supervision means:
  - i. Each clinical pharmacist must receive a minimum of one supervision session per month by a senior clinical pharmacist
  - ii. The senior clinical pharmacist must receive a minimum of one supervision session every three months by a GP clinical supervisor
  - iii. Each clinical pharmacist will have access to an assigned GP clinical supervisor for support and development
  - iv. A ratio of one senior clinical pharmacist to no more than five junior clinical pharmacists, with appropriate peer support and supervision in place
- k. To act as the point of contact for all medicine related matters, establishing positive working relationships
- l. To consult patients within defined levels of competence and independently prescribe acute and repeat medication
- m. To receive referrals and directed patients from triage services and other clinicians
- n. To receive and resolve medicines queries from patients and other staff
- o. To provide medication review services for patients in the practice and during domiciliary visits to the local nursing home
- p. To manage a caseload of complex patients
- q. To manage a therapeutic drug monitoring system and the recall of patients taking high risk drugs, i.e., anticoagulants, anticonvulsants and DMARDs, etc.
- r. To deliver long term condition clinics and home visits, particularly for patients with complicated medication regimes, and prescribe accordingly
- s. To provide pharmaceutical consultations to patients with long term conditions as an integral part of the multidisciplinary team
- t. To review medications for newly registered patients
- u. To improve patient and carer understanding of confidence in and compliance with their medication
- v. To maintain accurate clinical records in conjunction with extant legislation

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- w. To encourage cost-effective prescribing throughout the organisation
- x. To implement and embed a robust repeat prescribing system
- y. To provide advice and answer medication related queries from patients and staff
- z. To organise and oversee the organisation's medicines optimisation systems, including the repeat prescribing and medication review systems
- aa. To improve the quality and effectiveness of prescribing through clinical audit and education, to improve performance against NICE standards and clinical and prescribing guidance.
- bb. To develop yourself and the role through participation in clinical supervision, training and service redesign activities
- cc. To ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs. To apply infection-control measures within the practice according to local and national guidelines
- dd. To provide subject matter expertise on medication monitoring, implementing and embedding a system
- ee. To support clinicians with the management of patients suffering from drug and alcohol dependencies
- ff. To actively signpost patients to the correct healthcare professional
- gg. To manage a caseload of complex patients and potential care institutions and to provide advice for the GP management of more complex patients or areas such as addictive behaviours, severe mental illness or end of life care
- hh. To review the latest guidance, ensuring the organisation conforms to NICE, CQC etc.
- ii. To provide targeted support and proactive reviews for vulnerable, complex patients and those at risk of admission and re-admission to secondary care
- jj. To handle prescription queries and requests directly
- kk. To provide proactive leadership on medicines and prescribing systems to the organisation, patients and their carers
- ll. To support in the delivery of enhanced services and other service requirements on behalf of the organisation
- mm. To participate in the management of patient complaints when requested to do so, and participate in the identification of any necessary learning brought about through clinical incidents and near-miss events

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- nn. To undertake all mandatory training and induction programmes
- oo. To contribute to and embrace the spectrum of clinical governance
- pp. To attend a formal appraisal with your manager at least every 12 months. Once a performance/training objective has been set, progress will be reviewed on a regular basis so that new objectives can be agreed
- qq. To contribute to public health campaigns (e.g., COVID-19 or flu clinics) through advice or direct care
- rr. To maintain a clean, tidy, effective working area at all times.

**Secondary Responsibilities**

In addition to the primary responsibilities, the clinical pharmacist may be requested to:

- a. Support delivery of QOF, incentive schemes, QIPP and other quality or cost effectiveness initiatives
- b. Agree and review prescribing formularies and protocols, and monitor compliance levels
- c. Improve the data quality of medicines records and linking to conditions
- d. Deliver training, mentoring and guidance to other clinicians and staff on medicine issues
- e. Working in partnership with pharmacists and clinicians in local hospital(s), improve the safety and quality of prescribing after discharge from hospital admissions and attendance

<b>Person specification – Clinical pharmacist</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<p>The clinical pharmacist is enrolled in, or has qualified from, an approved 18-month training pathway or equivalent that equips them to:</p> <ul style="list-style-type: none"> <li>a. Be able to practice and prescribe safely and effectively in a <a href="#">primary care setting</a> (for example, the <a href="#">CPPE</a> clinical pharmacist training pathways)</li> <li>b. Although optional for organisations other than a PCN, it is thought advisable that they</li> </ul>	✓	

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are able to deliver the key responsibilities outlined in section B1.3 of the <a href="#">Network Contracted Enhanced Service Specification 2023-24</a>		
GPhC registered pharmacist	✓	
Hold or be working towards an GPhC independent prescribing qualification		✓
Minor ailments certification		✓
Membership of the Royal Pharmaceutical Society		✓
Working towards faculty membership of the Royal Pharmaceutical Society		✓
Medicines management qualification		✓
MUR and repeat dispensing certification		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of two years working as a pharmacist demonstrated within a practice portfolio		✓
An appreciation of the nature of GPs and general practice.	✓	
An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing		
Experience in managing pharmacy services in primary care		✓
Experience and an awareness of common acute and chronic conditions that are likely to be seen in general practice	✓	
In-depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare		✓
Understanding of the mentorship process		✓
An appreciation of the new NHS landscape, including the relationships between individual practices, PCNs and the commissioners	✓	
Broad knowledge of general practice		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to communicate complex and sensitive information effectively with people at all levels by telephone, email and face to face	✓	
Excellent interpersonal, influencing, negotiation and organisational skills with the ability to constructively challenge the views and practices of managers and	✓	

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clinicians		
Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports	✓	
Ability to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions		✓
Clear, polite telephone manner	✓	
Good clinical system IT knowledge of EMIS/SystmOne/Vision		✓
Ability to promote best practice regarding all pharmaceutical matters	✓	
Effective time management (planning and organising)	✓	
Demonstrate personal accountability and emotional resilience, and work well under pressure	✓	
<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to follow legal, ethical, professional and organisational policies/procedures and codes of conduct	✓	
Ability to use own initiative, discretion and sensitivity	✓	
Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	✓	
Flexible and cooperative	✓	
Ability to identify risk and assess/manage risk when working with individuals	✓	
Sensitive and empathetic in distressing situations	✓	
Able to provide leadership and to finish work tasks	✓	
Problem solving and analytical skills	✓	
Ability to maintain confidentiality	✓	
Knowledge of and ability to work to policies and procedures, including confidentiality, safeguarding, lone working, information governance and health and safety	✓	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work outside of core office hours	✓	
Pre-employment check clearance including Disclosure Barring Service (DBS) check	✓	
Evidence of continuing professional development	✓	
Access to own transport and ability to travel across the locality on a regular basis, including to visit people in their own home	✓	

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**Generic Responsibilities**

All staff at The James Cochrane Practice have a duty to conform to the following:

**Safeguarding**

Safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. It is fundamental to high-quality health and social care.

This organisation adopts a zero-tolerance approach to abuse, ensuring that there are robust procedures in place for the effective management of any safeguarding matters raised. Staff have a responsibility to take the appropriate actions for safeguarding children, young people, and adults at risk of harm or abuse.

**Equality, Diversity & Inclusion (ED&I)**

Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

A good attitude and positive action towards ED&I create an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and law requires it.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being, and safety. You have a duty to take reasonable care of health and safety at work for you, your team, and others, and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

**Confidentiality**

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and always maintain confidentiality. It is



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essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

#### **Quality & Continuous Improvement (QI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes, which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

#### **Induction Training**

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by your line manager or Practice Operations Manager.

#### **Learning and Development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role.

All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff may also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and, enable them to improve processes and service delivery.

#### **Collaborative Working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

#### **Service Delivery**

Staff at The James Cochrane Practice must adhere to the information contained with practice policies and regional directives, ensuring protocols are always adhered to. Staff will be given detailed information during the induction process regarding policy and procedure.

#### **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they always remain vigilant and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

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#### **Professional Conduct**

At The James Cochrane Practice staff are required to adhere to the staff handbook and practice policies

Staff are required to dress appropriately and in accordance with their role, and where uniforms are provided, they must be worn.