

PORTSDOWN GROUP PRACTICE  
CLINICAL PHARMACIST  
VACANCY PACK



## Introduction

### Philosophy and Practice

Everyone working within the Practice is committed to the provision of high quality primary care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring and inclusive team.

### Mission and Values

The Practice aims to deliver our philosophy by;

- Providing readily accessible medical and preventative health care within a structured, efficient, open-minded and caring environment.
- Encouraging the professional and personal growth of the whole team, clinicians and their support staff, promoting job satisfaction whilst maintaining financial viability.
- Optimising the use of our resources, commensurate with the size of our very large Practice, creating opportunities not always available to Practices with a smaller list of patients. Our size and innovative approach enables us to encompass and evolve with an ever changing NHS.
- Challenging pre-conceived ideas, leading to more efficient ways of working for the benefit of our patients.

### Practice Background

Portsmouth Group Practice covers the whole of Portsmouth from postcode PO1 to PO7.

The Practice operates out of 6 surgeries, Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Heyward Road (PO4 ODY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

We are our own Primary Care Network (PCN) with a list size of 44,000 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager and consists of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCA's. The nursing team offers nursing related services from chronic disease management to dressings and phlebotomy.

The Practice is well established, financially secure and successful. Over the last few years we have earned maximum QOF points.

### Team Approach / Organisational Structure

Multi-disciplinary teams work across all sites.

Our organisational structure includes a Management Team, based at Kingston Crescent (Group Business Manager, Operations Manager, Business Intelligence Manager, Finance Manager, Nurse Manager and Management Support Team) and a surgery team at each site.

We recognise that our team needs to work as a strong anchor chain within the community we serve. Like a chain we acknowledge that every link has to be strong. We achieve this by working together, supporting each other and continuously inviting team members to make suggestions towards more efficient, safer processes for our patients.

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### **This Vacancy**

An exciting opportunity has arisen for a Clinical Pharmacist to develop a pioneering role within primary care. Working as part of a team which currently comprises 2 Clinical Pharmacists and a Pharmacy Technician and covering a demographically diverse population of more than 44,000 patients, you will work closely with GPs and Nurse Practitioners as part of a multi-disciplinary team.

With time and training, the expectation is that the role will develop in line with other activities outlined in the job description. The ideal candidate will therefore be a forward-thinking, enthusiastic individual with initiative, keen to work within a team of like-minded people. The role will focus on improving repeat prescribing process and increasing uptake of electronic repeat dispensing, providing medication advice to patients and prescribers alike, and conducting medication reviews across a wide variety of patients.

Appropriate training will be provided with regular tutorials from your GP mentor, and regional teaching delivered through the NHS England Clinical Pharmacists Programme.

The successful candidate will ideally be an independent prescriber and experience of a clinical pharmacist role in a primary care setting would be an advantage.

If you are proactive, innovative, organised and enthusiastic and possess the leadership qualities and skills essential for this post, then we look forward to hearing from you.

If you have the drive and desire to be part of a new way of delivering Primary Care in a supportive environment, then we would love to hear from you. General practice can be fun!

### **Working Pattern**

Days and Hours to be confirmed by mutual agreement.

### **Rate of Pay**

£38,969 - £49,200 per annum, dependent upon experience.

### **Teaching, Training and Development**

The Practice has a long history of training – we train GP registrars and student nurses. We are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff. Team members are encouraged to highlight any training they feel would benefit them in the achievement of their role. The Practice funds, via a “learning agreement”, any training which is felt will benefit the individual and the Practice.

### **Staff Benefits**

The Practice is a Real Living Wage Employer and believes in rewarding staff by offering the following benefits in addition to the candidate’s remuneration package.

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- Annual Pay Review
- NHS Pension Scheme
- Generous Annual Leave Entitlement
- Additional Days Holiday on Your Birthday
- Benenden Health Plan with Option to Add Family Members
- Cycle to Work Scheme
- Eye care Vouchers
- Social Events
- Refreshments
- 50% Discounted Gym Membership

**This Recruitment**

The successful candidate will be invited to start as soon as possible.

**Job Description**

**Title:** Clinical Pharmacist

**Responsible To:** Senior Clinical Pharmacist

**Main Purpose of the Post:**

To work as part of a multi-disciplinary team in a patient-facing role. Providing primary support to general practice staff with regards to prescription and medication queries. Support the repeat prescription system, medicines reconciliation on transfer of care and systems for safer prescribing.

Provide clinical leadership on medicines management and quality improvement as well as managing some aspects of the quality and outcomes framework and enhanced services.

**Duties & Responsibilities of the Post:**

**Main Duties:**

- Ensure delivery of safe, evidence based, cost effective prescribing within an overall quality and clinical effectiveness framework.
- Reconcile medicines following discharge from hospitals, intermediate care and into care homes, including identifying and rectifying unexplained changes and working with community pharmacists and secondary care to ensure patients are supported and receive the medicines they need post discharge
- Undertake clinical medication reviews with patients both remotely and face to face. As an independent prescriber take responsibility for implementing changes through medicines optimisation and reviewing the need for each medicine, drug monitoring and support required by the patient.
- Action medication adjustments following receipt of discharge summary/clinic letter
- Ensure patients have appropriate monitoring tests in place when required for repeat prescribing.
- Carry out clinical audits to review patients on high risk medications and monitor prescribing against local and national guidelines. Analyse and present results to highlight areas for improvement

- Work with the practice team to review the practice repeat prescribing policy, and manage the repeat prescribing authorisation process. Make necessary changes and interventions for the reauthorisation of long term medications
- Run own long term condition clinics where responsible for prescribing as an independent prescriber for conditions where medicines have a large component.
- Set up and manage systems to ensure continuity of medicines supply to high-risk groups of patients
- Make recommendations for medicines switches designed to save on medicine costs
- Answer all medicines related queries from GPs, Practice staff, other Healthcare Professionals and patients. Suggest and recommend solutions offering to follow up patients where any changes to medications have been made.
- Support clinical staff and non-clinical practice staff with medicine related queries. Provide education and training to practice teams on therapeutics and medicines optimisations
- Provide expert specialist clinical knowledge, advice and guidance on prescribing and pharmaceutical matters in line with local and national policies including formularies.
- Actively promote and increase uptake and utilisation of electronic Repeat Dispensing (eRD) and Electronical Prescribing (EPS) in line with local and national targets.
- Assist the practice to achieve QoF and Enhanced Service objectives / targets

**Confidentiality:**

- As per both Government legislation and Practice Policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to, reporting any infringements to the Operations Office immediately.

**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
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- 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 recognizes 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 staff performance review.
- 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.
- Lead on induction and training of new staff at site
- 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/Information:**

The post-holder should recognize the importance of effective communication within the practice and management 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

**Any other delegated duties considered appropriate to the post.**

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties. Suggestions and discussions are welcome.

Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.

The Practice operates between the hours of 0700 – 2100 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working as the business develops.

**PERSON SPECIFICATION:**

| Criteria              | Essential   | Desirable  |
|-----------------------|---|--|
| <b>Knowledge</b>      | In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare  | An appreciation of the working nature of GPs and general practice  |
|                       | Good understanding of prescribing, clinical governance, and risk management relating to primary care  | Familiarity with general practice clinical systems / SystemOne   |
|                       | Sound understanding of the need for confidentiality   |  |
| <b>Skills</b>         | Able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions                                  | Proven ability to communicate complex and sensitive information in an understandable form to a variety of audience |
|                       | Excellent communication, negotiation and influencing skills   |  |
|                       | Ability to influence ,motivate and persuade prescribers to comply with the recommendations or agreed course of action where there may be significant barriers |  |
|                       | Ability to work under pressure and deal with unpredictable issues arising on a daily basis  |  |
|                       | Good IT Skills  |  |
|                       | Enthusiastic, innovative and highly motivated   |  |
| <b>Experience</b>     | Experience of working in community pharmacy, primary and secondary care experience of medicine optimisation   | Basic Management training or equivalent experience   |
|                       | Experience of dealing with people, to maintain a high level of care   |  |
| <b>Qualifications</b> | Masters degree in pharmacy  | Member of Royal Pharmaceutical Society   |
|                       | Professional registration with the General Pharmaceutical Council of Great Britain.   |  |
|                       | Postgraduate diploma in clinical pharmacy or prescribing  |  |
|                       | Independent prescriber  |  |
| <b>Other</b>          | Flexible approach to working patterns and ability to adapt to changing priorities   | Available of occasional working outside of normal working hours  |
|                       | Must have a full UK driving licence and be able to travel to a number of locations within the City of Portsmouth.   |  |

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**How to Apply**

Please complete the online application via NHS Jobs.

Applicants who are successful following this process will be invited for interview on.

**Further Information / Practice visits**

If you would like to arrange an informal chat and / or a visit please contact Niki Newman via email on [niki.newman@nhs.net](mailto:niki.newman@nhs.net).