



Job Description

Title: **Medicines Management lead/technician**

Normal Place of work: Frome Medical Practice

Job Summary

The post holder will play a senior role in our newly formed Medicines Management Team. This is an exciting role for a person with good leadership skills who is looking to develop their management and skills as part of a newly formed team. The role would suit an individual who is qualified as a pharmacy technician or who would be looking to undertake this level of career progression. Close working with St Aldhelms pharmacy would facilitate a training and qualification pathway in this area for the right person.

Frome Medical Practice (FMP) Medicines Management Team

The FMP medicines management team will report into our Clinical Governance Group. The aim of the team is support the clinical team to provide a safe, efficient, consistent and effective service to patients. This includes safe and timely prescribing through medication alignment and supporting repeat prescribing systems to ensure patients get the right medication. The team will also ensure chronic disease monitoring and reviews support optimum patient health.

The team will play an active role in the practice work flow processes designed to release time for care for patients by actively supporting GP workload with administrative support.

Main Duties and Responsibilities:

To play an active role ensuring regular medication audits are carried out and that key performance indicators for the team are actively monitored, reviewed and achieved. This includes helping to ensure consistent practice in GP prescribing

To work closely with the senior admin lead to ensure the smooth running of the overall service offered by the team.

To work closely with local pharmacies including St Aldhelms who are based in the practice. This would include weekly catch ups at the practice to ensure good working relationships and approaches on medicines when there may be

supply issues. To arrange training opportunities for the team to work in St Aldhelms or other pharmacies if appropriate and vice versa.

To ensure dose optimisation on medicines and to oversee the team work for medication switches and synchronisation to ensure safe and effective prescribing.

Management of temporary and permanent prescribing changes at scale (ie due to supply issues or formulary changes)

Liaison with community pharmacies on the introduction of electronic repeat dispensing as appropriate, and to improve efficiencies.

To provide advice to GPs, staff and patients in changes to prescribing in order to support improvement of prescribing safety, quality and cost effectiveness (eg asthma inhalers)

To support the practice pharmacist and clinicians with medicines reconciliation in accordance with the practice protocols and to update patients medical records and prescriptions.

To respond to medication queries from patients and staff in a professional manner referring to appropriate clinician as appropriate and ensure this ethos is present throughout the team.

To support the stock controller on sourcing and safe management of medicines as appropriate

To be the Medicine Management team lead at practice led biannual training sessions with nursing homes

To play a key role in the practice work flow project. This would include appropriate coding of medication in letters.

Health & Safety

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

All post holders are expected to:

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.

- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service
- Work within the operating hours of the surgery
- Work as an integral part of the whole practice team
- Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Person Specification:

Area	Description	E/D	Assessed by
Qualifications and Training	Educated to degree level or equivalent in experience.	E	Certificates/Interview
	Registered Pharmacy Technician with GPhC or willingness to work towards this qualification	E	
Knowledge and Experience	Good level of IT skills	E	Interview/Application
	Experience of using a clinical medical IT system	D	
	Experience of working in a Pharmacy or GP practice setting	D	
	Post qualification experience which evidences leadership and working effectively within a team	E	
	Knowledge of medicines management, including relevant legislation or policies (candidates who do not have this but show a strong commitment to developing this maybe considered)	E	
	Evidence of undertaking quality improvement/audit type work/research	E	
	Ability to network and establish good working relationships outside of the practice to support work	E	
Personal Qualities	Able to demonstrate good leadership qualities	E	Interview/Application
	Ability to work well under pressure to meet deadlines	E	

	Able to work well with a wide range of people to problem solve and develop good systems of working	E	
	Demonstrate a passion and enthusiasm to take on a new challenge	E	
	The ability to work under own initiative	E	
	Excellent communication skills	E	