

Job Description

1. Job Details

Job Title:	Medicines Optimisation Pharmacy Technician Specialist
Job ID:	
Pay Band:	Band 6
Reports to (Title):	
Accountable to (Title):	Medicines Optimisation Lead/Head of Service
Location / Base:	Bridge House Sleaford, NG34 8GG
Working hours:	37.5 hours per week

2. Job Purpose

The post holder will work as a member of the NHS Lincolnshire Integrated Care Board Medicines Optimisation Service working with local PCNs and GP practices to improve the quality of prescribing, to reduce the unwarranted variation in prescribing across the Lincolnshire Integrated Care Board (ICB) area and promote safe and cost-effective prescribing.

Although the post holder will be assigned to a particular locality, they will be expected to work collaboratively with other locality team members and across the health community as work programs require. The post holder will work as part of a dynamic team in delivering Medicines Optimisation across the health community, supporting managers and staff.

3. Key Elements

- Support the Locality Pharmacists to build and maintain a primary care pharmacy network and play a key role in delivering the Medicines Optimisation agenda and work programme.
- Lead on a speciality and work with the Medicines Optimisation Team to ensure that all processes required to ensure ICB statutory duty and promote our patient's safety and quality care in this area are implemented and monitored.

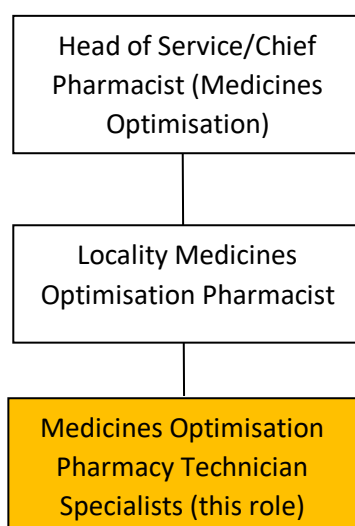
4. Local Context

NHS Lincolnshire ICB are working closely together to improve health and health services by commissioning services on behalf of the Lincolnshire area population, whilst contributing to wider improvements for this population.

NHS Lincolnshire CIB have in-housed their Medicine Management Optimisation service (previously provided by a clinical support unit). The team is currently small and are looking to expand. There are many exciting opportunities for staff joining this team including contributing to the shaping of this new service as it develops.

The ICB will promote good governance and proper stewardship of public resources in pursuance of its goals and in meeting its statutory duties. Good corporate governance arrangements are critical to achieving the ICBs objectives and system wide financial sustainability

5. Organisational Chart



6. Duties

- Build relationships with and maintain regular contact with PCN Managers/Practice Managers and PCN/practice-based pharmacy colleagues working in the locality.
- Play a key role in upholding and maintaining regular prescribing forum meetings.
- Support facilitation for PCNs and practices in the locality to deliver the local Medicines Optimisation agenda and strategy and support delivery of the PCN DES where needed.
- Co-ordinate and support the delivery of agreed prescribing education to locality prescribers where needed and 'train the trainer' education to PCN/practice-based

pharmacy colleagues for delivery to prescribers and other healthcare professionals within their PCN/practice

- Design and deliver specialist education events on your specialist area of medicines and prescribing to a wide range of health and care colleagues, including ICB staff, within the Lincolnshire area.
- Undertake specific tasks and responsibilities within specialist area
- Respond to medicines-related queries from prescribers, pharmacists and other health and care workers within your professional competency and provide professional advice, based on evidence-based medicine, national guidance, and local prescribing patterns
- Analyse and interpret prescribing data to identify potential changes at PCN/practice level to optimise medicines use.
- Support development and undertake clinical audit related to prescribing to promote safe and effective medicines use where required
- Conduct/participate in Medication Use Reviews and Structured Medication Review screening where needed to support PCN/practice staff that promote appropriate medicines use, reduce wastage and support Medicines Optimisation.
- Contribute to the development of a reporting process for recording Medicines Optimisation activity in the locality where it is part of the ICB Medicines Optimisation work programme.
- Attend/organise meetings relevant to the role.
- Provide support for the Locality Medicines Optimisation Pharmacist (and other Medicines Optimisation Team personnel where appropriate and when required)
- Act as a first point of contact for the Medicines Optimisation Team in the locality when required.

7. Responsibilities of the Post Holder

Patient Care

- May work directly with patients, carers, and support groups to optimise medicines and ensure that patients get the best possible health outcomes from their medicines.
- Support patient and public involvement within the Medicines Optimisation service by working directly with patients, carers and patient public and carer support groups.

Policy/Service Development

- Undertake specific projects relating to the implementation of policy in Medicines Optimisation.
- Provide specialist Medicines Optimisation input into service redesign relating to specialist area and assist in the implementation of national and regional strategies relating to Medicines Optimisation.
- Assist in the development of new local Medicines Optimisation services.
- Support reviews of any services that the Medicines Optimisation team provide.

Financial & Physical Resources

- Support the Medicines Optimisation Team by identifying strategies to deliver value for money, efficiencies, and effective budget management to inform the prescribing financial planning process.

Human Resources

- Provides training to Medicines Optimisation staff and other internal and external stakeholders in specialist area
- Support other team members from different organisations in delivery of prescribing and Medicines Optimisation programme. This may require motivational, influencing and relationship building skills in a setting where there is no formal line management structure

Information Resources

- Contribute to quality, up to date and accurate record-keeping of advice given in response to medicines and prescribing queries and Medicines Optimisation activity reported in the locality on a central ICB recording system in line with relevant data protection requirements
- May be required to take notes/minutes at locality prescribing meetings and other meetings as required

Research & Development

- Participate in any appropriate R&D projects as agreed by the ICB.

8. Freedom to Act

- The post holder will be accountable for their own professional actions: guided by national protocols, policy, legislation, local guidelines e.g. responsible for interpretation of the Medicines Act, Misuse of Drugs Act.
- The post holder will work within the Code of Ethics and professional standards of the General Pharmaceutical Council.
- The post holder will work within a range of national and local protocols and procedures, work is managed and assessed through regular one to one meeting.
- To be responsible for leading specific projects as part of the Medicines Optimisation work programme.

9. Effort & Environment**Physical Effort**

- Combination of sitting, standing and walking; light physical effort.
- Extensive keyboard use
- There is a requirement for driving within Lincolnshire and may be requirement for occasional national travel.
- May be required to measure and manipulate medicines using aseptic technique for vaccine and IV treatment pandemic support as required

Mental Effort

- Frequent requirement for concentration on complex prescribing information from many sources

- Concentration required for checking documents and analysing statistics.
- The post holder will be required to meet competing deadlines on occasions and respond quickly to unanticipated priorities.

Emotional Effort


- May be required occasionally to challenge some difficult attitudes when delivering service change.

Working Conditions

- The post holder will be expected to be flexible in their work approach which will include mobile working, 'hot desking' across the health community, home working as required.

10. Other Duties

The above is only an outline of the tasks, responsibilities and outcomes required for this role. The post holder is expected to carry out any other duties that may be reasonably required for this job. The job description and personal specification will be reviewed on an ongoing basis in accordance with the changing needs of Lincolnshire ICB.

General conditions of service	Please see below for the General Conditions of Service		
	 General Conditions of Service - Updated.c		
Annual Leave	Your leave entitlement will be based on a leave year April – March and as follows:		
	Length of service	Annual leave & BH in hours	Annual leave & BH in days
	On appointment to NHS	202.5 hours + BH	27 days + BH
	After 5 years NHS service	217.5 hours + BH	29 days + BH
	After 10 years NHS service	247.5 hours + BH	33 days + BH

Pension	<p>You are encouraged to join the NHS Pension Scheme, and will be brought in to the Pension Scheme automatically on commencement unless you opt out. The pension contribution rates as at 2017/18 are available here: http://www.nhsbsa.nhs.uk/Pensions/4207.aspx</p>
Safeguarding	<p><u>Safeguarding Children</u></p> <ul style="list-style-type: none"> • Under section 11 of the Children Act 2004 all NHS staff must ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children (Working Together to Safeguard Children, 2015) • All staff need to ensure as part of their work with children and families and with adults who are parents or carers who are experiencing personal problems, that the needs of the children are considered and that where necessary they are assessed and appropriate referrals are made. Staff need to be aware of the relevant parts of <i>What To Do If You're Worried A Child Is Being Abused</i> (DfES 2015) https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04320-2006 • It is incumbent on all staff that they undertake child protection / safeguarding children training as per Safeguarding Children and Young People: roles and competences for health care staff Intercollegiate document September 2014 and their own organisation's Safeguarding Children Learning & Development Framework. https://www.rcpch.ac.uk/resources/safeguarding-children-young-people-roles-competencies <p><u>Safeguarding Adults</u></p> <ul style="list-style-type: none"> • Under sections 42 to 47 of the Care Act (2014) chapter 14 of the statutory guidance states: <i>Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes feelings and beliefs in deciding on any action. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved.</i> • All staff must comply with mandatory training requirements and ensure that adult safeguarding is embedded as an essential part of their daily practice. Safeguarding is everyone's business and staff within the organisation have a particular responsibility to ensure all safeguarding concerns are responded to effectively and efficiently in accordance with the local Safeguarding Adults Board Policy and Procedure. <p>http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315993/Care-Act-Guidance.pdf</p>

Health and Safety	<p>You are expected to make yourself aware of and comply with the host organisation's Health and Safety policies. Contravention of this policy will normally be regarded as a disciplinary matter.</p> <p>You are expected to comply at all times with the requirements of the Health and Safety Regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.</p> <p>The ICB operates a non-smoking policy.</p>
Equal Opportunities	<p>The ICB welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.</p>