Job Description

Job Title: Senior Prescribing Advisor
Grade: Band 8B
Hours: 0.6 wte
Department(s): Medicines Management
Directorate: Lambeth CCG
Location: Lambeth.
Responsible to: Chief Pharmacist
Professionally Accountable to: Chief Pharmacist

Responsible for:

1. Job Summary

- To work as part of Lambeth CCG medicines management team to enable the delivery of safe, effective, evidence informed medicines usage in the context of patients care pathways.

- To use knowledge and skills to ensure the legal, safe, cost-effective and best value use of medicines in NHS services, driving change for a portfolio of national (QIPP) and locally agreed targets relating to medicines management.

- To manage prescribing budgets at a practice and consortia level, receive, monitor, audit and interpret prescribing data to develop options for budget management to challenge and drive change in medicines use.

To provide expert advice to GP consortia, clinicians and managers to ensure that national guidance and best practice underpin medicines usage and ensure compliance with the legal frameworks governing medicines use to ensure patient safety.

- To use clinical and change management skills to undertake and implement care pathway redesign including provision of an overview of medicines usage and transfer of care issues across multiple patient pathways (and multiple providers and commissioners).

- To work in a collaborative manner with other professionals in primary and community settings, secondary care and other agencies

2. Job Functions/Responsibilities

Prescribing Advice and Clinical Commissioning
• To develop and implement local prescribing action plans and CCG strategic plans for prescribing and medicines management, including QOF indicators.
• To regularly visit prescribers in Lambeth to advise, influence, recommend and negotiate implementation of changes in prescribing practice. To prioritise practices according to the need for input, monitor and review progress and when necessary agree recovery plans.
• To develop and manage incentive schemes for general practice and other providers as appropriate.
• To identify opportunities to disinvest or invest in medicines related services in line with Quality, Innovation, Productivity and Prevention (QIPP) agenda and deliver locally.
• To contribute to the process of setting GP practice/consortia prescribing budgets, monitoring prescribing spend against budget and develop options for budget management, taking action when necessary to ensure that spend is within budget.
• To produce practice prescribing reports from analysis of highly complex, sensitive and contentious prescribing data (using the eapct system). To find and interpret clinical evidence to inform the decision making process. To use reports to support negotiation with GP practices on actions to deliver high quality, safe, evidence based and cost effective prescribing, and achievement of current targets.
• To undertake and implement care pathway redesign as appropriate (eg in NSF areas, long term conditions) using clinical knowledge, influencing skills and professional networks to maximise best quality clinical care in the most appropriate setting.
• To be able to track and improve medicines usage and transfer of care issues across multiple patient pathways (and multiple providers and commissioners).
• To contribute to performance management of prescribing in GP practices.
• To review patient medication from GP computer records, analysing highly complex sensitive drug and patient information and advise GPs on suitable actions or changes to medication and drug monitoring as appropriate.
• To ensure that GP practices are facilitated to meet the medicines management components of the QoF and attend QoF monitoring visits to assess medicines management aspects as requested.

Other Key Functions
• To act as nominated person for controlled drug destruction in Lambeth CCG, in accordance with the CCG Standard Operating Procedure for CD destruction.
• To lead, develop, manage and mainstream locality or Lambeth-wide medicines management/pharmacy projects as directed by the Chief Pharmacist.
• To lead and manage the regular updating of key prescribing messages on Scriptswitch software ensuring high clinical accuracy and quality evidence based approach.
• To communicate, provide, analyse and interpret highly complex prescribing data and use this appropriately to promote quality prescribing. To be able to respond to challenge following advice or data presentation and to negotiate agreed actions following this.
• To receive, understand and promote information and clinical practice relating to medicines which is based on sound evidence.
• To utilise resources and own clinical knowledge to interpret, and where appropriate challenge, the evidence base underpinning the use of medicines.
• To use necessary skills to find and utilise high quality evidence based summaries of evidence to help shape and inform decision making in medicines related committees eg IFR, Joint Formulary Committee.
• To use clinical knowledge and skills to appreciate the complexity of disease management when advising on the use of medicines.
• To develop and encourage innovation in patient focused service provision and medicines use such as non medical prescribing and service redesign.
• To develop policies and standard operating procedures to support medicines usage e.g. for non medical prescribers which are in line with legal frameworks and clinical evidence.
• Accesses and interprets horizon scanning information for new medicines to identify future trends in medicines usage for example to forecast budget expenditure or redesign services.

• To lead practice reviews of processes involving medicines and implementation of changes which will reinforce appropriate prescribing and improve patient outcomes.

• To provide an enquiry answering service for highly specialised advice and support on all aspects of prescribing and medicines management to all healthcare professionals, GP practice staff, maintaining a database and systems which enable follow up, audit and meet the requirements of the data protection act.

• To design, deliver, monitor and support implementation of regular and ad hoc prescribing bulletins/alerts and prescribing guidelines to GPs, nurses, and non medical prescribers in Lambeth CCG within an appropriate timescale to support high quality safe evidence based cost effective prescribing.

• To implement agreed national policy locally e.g. Better Care Better Value indicators or NICE guidance.

• To promote the use of medicines in line with local formularies, guidance and shared care arrangements.

• To provide an overview of medicines usage and transfer of care issues across multiple patient pathways (and multiple providers and commissioners).

• To ensure effective practice in the use of medicines in and across pathways and across a health economy e.g. development and maintenance of and adherence to locally agreed formularies and shared care agreements and development of robust processes and policies to support local decision making processes.

• To develop specific medicines services such as warfarin clinics.

• To deliver and/or facilitate planned training on therapeutics, medicines use and pharmaceutical issues to the health community to raise awareness of current information, and support the improved use of medicines.

• To contribute to ensuring that statutory functions and NHS PCT standards are met.

• To engage with patients and provide accountability to the public and patients around medicines e.g. receive and respond to simple and complex enquiries from the general public relating to medicines and liaise with other health care professionals as appropriate. To deal with any distressed callers and potential adverse drug effects or drug errors promptly and with sensitivity.

• To communicate highly complex, sensitive or contentious information with empathy to patients or carers about medicines.

• To develop and support the delivery of training relating to use of medicines to members of the health care team within Lambeth CCG as required.

• To deputise for the Chief Pharmacist as appropriate.

• To provide expert clinical and therapeutic support to sessional and consultant pharmacists employed on short term contracts, to enable completion of projects to required standards and targets.

• To attend and provide medicines management and pharmacy input at agreed Lambeth CCG or sector meetings, particularly prescribing committees in secondary care.

• To recruit and manage the junior pharmacists (Primary Care Pharmacist, Junior Rotational Pharmacists), setting, supervising and appraising their work on a day to day basis and supporting their continuing professional development as well as manage performance, sickness and any disciplinary procedures where necessary in line with local HR policies.

• To work autonomously and take appropriate decisions within own competencies and areas of expertise.

• To undertake audit and research activity as agreed with the Chief Pharmacist.

• To agree a personal development plan, actively participate in the appraisal process and maintain a CPD portfolio with the Chief Pharmacist.
Lambeth Clinical Commissioning Group

- To be able to work alone to tight deadlines and concentrate for long periods of time on complex work
- To respond flexibly to unexpected local service needs for example emergency planning and delivery for pandemics.
- To be IT literate, write reports and give presentations effectively.
- To prioritise workload and adapt activity on a day-day basis, including dealing with frequent interruptions by telephone or emails.

- The postholder may be required to work at any of the CCG’s sites in line with the service needs.
- The postholder must at all times carry out his/her responsibilities with due regard to the CCG’s Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the CCG’s Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

3. Organisation Structure

4. Individual Responsibilities
The post holder is expected to:
- adhere to NHS Lambeth policies and procedures and relevant legislation including the requirements of any professional bodies
- to maintain satisfactory personal performances and professional standards and to achieve agreed objectives for their role.
- attend mandatory training as identified by the organisation
- participate in the organisation’s Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

5. Confidentiality
All Lambeth CCG staff and contractors working for the organisation have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.

6. Information Governance
Lambeth CCG staff must keep up-to-date with the requirements of Information Governance and must follow organisational policies and procedures to ensure that the organisation' information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage all the Information they handle during the course of their employment with
Lambeth CCG, making the information available for sharing in a controlled manner, subject to statutory requirements and the organisation’s Information Governance Policy, and formal Information Sharing arrangements.

7. **Data Protection**
   The organisation is registered as a data controller under the Data Protection Act 1998. All the personal information we hold, obtain, record, use and share as an organisation is governed by this Act. As an employee of Lambeth CCG you have a legal responsibility for all personal information you handle and must not at any time use the personal data in a way incompatible with the guidelines stipulated in this act. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your Line Manager.

8. **Records Management**
   As an employee of the organisation, you have a legal responsibility for all records you work with e.g. patient records, financial records, personal, administrative etc, that you gather or use as part of your work within the organisation. The records may be held in a variety of formats such as paper, electronic, microfiche, audio and video tapes etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

9. **Health and Safety**
   All Managers have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.
   - Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
   - Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
   - Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
   - Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
   - No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
   - Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
   - All employees are under a duty to familiarise themselves with Lambeth CCG Health and Safety Policies.

10. **Risk Management**
    Ensure that you implement systems and procedures at a local level to fulfil the requirements of the organisation’s Risk Management Strategy including local management and resolution of complaints and concerns, management of SUIs/incidents and near misses. Your specific responsibility for risk management will be clarified to you by your manager at your local induction.

11. **Emergency Planning**
    In accordance with the organisation’s responsibilities under the civil contingencies Act 2004, to undertake duties as is reasonable directed at locations in the event of and for the duration of a significant internal incident, major incident or flu pandemic.
12. **Equality and Human Rights**

Promoting equality, eliminating unfairness and unlawful discrimination, and treating colleagues, partners and the public with dignity and respect, are fundamental to successful performance in this role. You will be expected to actively promote equality and human rights and challenge racism, homophobia and other forms of discrimination through all your activities and support others to do the same.

You will work with others on effective approaches to ensure strategies, policies and activities promote and demonstrate equality and human rights.

You will use Equality Impact Assessment as part of developing and monitoring proposals and projects for their impact on equality and equity.

Employees of Lambeth CCG are required to abide by all equality and human rights legislation and good practice and will receive appropriate training and support to do so.

13. **Corporate Governance**

You will be expected to familiarise yourself with the organisation’s governance arrangements which outlines the Management and Committee Structures and Procedures for the Governance of the organisation’s activities including Lambeth CCG Standing Orders, Standing Orders and Standing Financial Instructions. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the NHS Code of Conduct and Accountability and the Fraud and Corruption Policy.

14. **Safeguarding Children and Vulnerable Adults**

All employees have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults. Further guidance can be sought from your line manager.

15. **Infection Control**

All employees have a responsibility to comply with the Health Act 2006 and Lambeth CCG policy and guidance on infection prevention and control, ensuring a sound knowledge of standard infection control precautions. You must keep up to date in infection control practice relevant to their area of practice and you are required to practice strict hand hygiene at all times when carrying out their duties.

In addition, for Band 8 posts and above, to ensure that all staff are aware of their key role in infection control and prevention, to ensure their compliance with the Health Act 2006 (Hygiene Code) and the Lambeth CCG policies and procedures and be accountable and responsible for the provision of a safe, clean environment. In addition to ensure that staff attend infection control training and keep up to date with developments.

16. **General**

- The postholder may be required to work at any of the organisation’s sites in line with the service needs.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
# Person Specification

**Job Title:** Senior Prescribing Advisor

<table>
<thead>
<tr>
<th><strong>Education &amp; qualifications</strong></th>
<th><strong>Essential</strong></th>
<th><strong>Desirable</strong></th>
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<tr>
<td></td>
<td>• Degree in Pharmacy: currently a masters degree taking 4 years plus one year pre-registration (5 years in total) or equivalent.</td>
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<td>• Member of General Pharmaceutical Council and committed to continuing professional development</td>
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<td>• Postgraduate Certificate, Diploma or MSc in a pharmacy discipline or evidence of extensive clinical training and experience.</td>
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<td>• Evidence of substantial CPD.</td>
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<th><strong>Experience &amp; Abilities</strong></th>
<th><strong>Essential</strong></th>
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<tr>
<td></td>
<td>• Substantial post-registration experience</td>
<td>• Experience of hospital pharmacy</td>
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<td>• Previous primary care experience</td>
<td>• Experience of data collection, analysis and synthesis</td>
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<td>• Can demonstrate achievement of personal and departmental objectives</td>
<td>• Experience of GP computer systems</td>
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<td>• Extensive experience of negotiating and implementing change in practice</td>
<td>• Knowledge of budget setting methodologies and financial frameworks as they relate to Prescribing</td>
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<td>• Staff management</td>
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<td>• Formulary, policy and guidelines development and implementation</td>
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<td>• Experience of audit and project management</td>
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<td>• Producing and delivering presentations and training to healthcare professionals</td>
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<td>• Experience of working with and analysing e-pact data</td>
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<th><strong>Knowledge</strong></th>
<th><strong>Essential</strong></th>
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<tr>
<td></td>
<td>• Understanding of the implications of the NHS Plan, NHS Modernisation agenda including National Service Frameworks and NICE guidelines</td>
<td>• Knowledge of current NHS policies, structures, in primary care</td>
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<td>• Understanding of primary and secondary care working and organisational structures.</td>
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<td>• Sound therapeutic and clinical knowledge</td>
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<td>• Understanding of pharmacy issues in primary and community</td>
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<td>Skills</td>
<td>Knowledge of risk management strategies, including assessment and prioritisation</td>
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<td></td>
<td>Critical appraisal skills and knowledge to analyse, interpret and evaluate clinical papers, clinical evidence, data and information from various sources to make judgements, decisions and provide recommendations</td>
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<td>Knowledge of how to optimise clinical care by care pathway redesign, especially relating to medicines use.</td>
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<td>Skills</td>
<td>Able to plan, prioritise and organise own workload of complex activities</td>
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<td>Good managerial skills</td>
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<td>Willingness to tackle difficult issues</td>
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<td>Strong numerical and analytical skills to accurately analyse and manage complex prescribing data</td>
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<td>Ability to work independently and use own initiative also as an effective team player</td>
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<td>Able to develop a wide range of contacts both inside and outside the organisation to gain support for and thus achieve the CCG’s goals</td>
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<td>Self sufficient in Microsoft word, internet, excel, email and powerpoint use</td>
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<td>Able to communicate and work effectively and co-operatively with a wide range of people of different backgrounds and viewpoints</td>
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<td>Good written skills, with the ability to produce reports, presentations and proposals</td>
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<td>Applies sound professional judgement to legal and ethical issues</td>
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<td>Ability to make important decisions in pressured situations.</td>
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<td>Proven time management skills</td>
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<td>Ability to travel to any site within the CCG</td>
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<td>Skills</td>
<td>Able to provide leadership in complex organisational circumstances and gain support for professional pharmaceutical issues with stakeholders</td>
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<td>Car driver with a clean driving licence</td>
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<td>Personal Qualities</td>
<td>Provide advice and support with</td>
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| **Interpersonal skills** | tact and sensitivity  
• High developed communication, interpersonal negotiating and influencing skills  
• Able to build professional and personal credibility to win support  
• Commitment to development of others.  
• Implements change effectively within own service and facilitates change within the organisation.  
• Proven ability to work as part of a team, in multidisciplinary and multi organisational teams  
• Able to work flexibly, cope with an unpredictable work pattern and interruptions and deal with urgent issues in an appropriate timescale. |

| **Team/Collaborative working** |

| **Flexibility** |
Job Environment Pro-forma

Employee name: _____________________________________________
Line Manager: ________________________________________________
Employee base: ______________________________________________

Physical effort – please explain the nature, level, frequency and duration of the physical effort required for the job. (For example lifting boxes as part of your day to day job)

- Travelling to external meetings, GP practices, health centre and pharmacy visits.
- Occasional lifting and carrying of training materials i.e. boxes of handouts, compliance aids and medicines, laptop computer and projector.
- Staring at the computer screen (VDU) for long periods of time, sometimes all day
- Sitting in one position at the computer, sometimes all day

Mental effort – please explain the nature, level, frequency and duration of the mental effort required for the job (for example concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines).

- Long periods of computer work and daily concentration on preparing reports, policies, analysing data and training materials; delivering training sessions; carrying out audits; attending meetings. Essential to meet deadlines.
- Frequent interruptions to answer medicines information queries from health care professionals and the public: These may be received at any time and may take precedence over other work depending on their urgency.

Emotional effort – please explain the nature, level, frequency, duration and demands of the emotional effort required to undertake clinical and/or non-clinical duties that are generally considered to be distressing and/or emotionally demanding (for example having to impart bad news to a patient)

- Persuading and influencing skills to engage GPs, pharmacists and nurses to adapt clinical practice in line with medicines management local and national initiatives
- Occasionally having to deal with the public over stressful or sensitive situations involving medicines
**Working conditions** - explain the nature, level, frequency and duration of demands arising from any adverse working conditions (extreme heat/cold, smells, noise, fumes) and any unavoidable hazards (harmful chemicals, aggressive behaviour of patients, clients, relatives, road accidents)

- Occasional contact with patients/clients through patient complaints