|  |  |
| --- | --- |
| **Job Title:** | General Practice Pharmacy Student  |
| **Salary:** | 30 hours p/w @ £9.50 p/h for 6 weeksStart date: 18th July – 26th August 2022 |
| **Reporting to:** | Clinical Pharmacist Tutor (practice based)SPSP Project Advisor (project team) |
| **Accountable to:** | Practice Manager (practice based)Clinical Pharmacist Lead, C&P Training Hub (project team) |
| **Location:** | Multiple GP practices across the Cambridgeshire and Peterborough geographical area |

|  |
| --- |
| **Job Summary / Key responsibilities** |
| Clinical, Technical and Administrative* Undertake Clinical audit to ensure effective medicines use in-line with current guidelines
* Carrying out medicines optimisation tasks including simple clinical queries
* Support efficient repeat prescribing processes
* Develop understanding of roles in primary care practice
 |

|  |
| --- |
| **Communication and Relationship Skills** |
| * Key working relationships - GP practice staff
* Communicates factual medicines information or other technical information to GP practice staff
* Communication skills to overcomes communication difficulties
 |
| Knowledge Training and Experience |
| * Completion of year two or year three of a MPharm degree course accredited by the General Pharmaceutical Council
 |
| Analytical and Judgmental Skills |
| Judgments involving straightforward facts or situations Supports with routine enquiries* **Audit of patient data and production of reports for practice in a timely manner. Write reports and keep clear records of all activities undertaken in relation to prescribing and medicines** optimisation**.**
* **Produce and present reports on work undertaken - this will involve use of Microsoft packages such as Word, Excel and PowerPoint. Competent in the use of Microsoft software**
* **Promote the appropriate use of prescribing and clinical information in line with local and national guidelines and policy.**
 |
| Planning and Organisation Skills |
| * Plan and organise own tasks to meet service requirements and deadlines
* **Meet regularly with the clinical supervisor to discuss progress, highlight problems or potential problems and discuss overall performance**
* **Ensure personal workload is co-ordinated and prioritised according to practice requirements.**
 |
| Physical Skills |
| * Physical skills obtained through practice; accuracy important
* Skills for standard keyboard use
 |
| Responsibility for Patient Care |
| * Provides pharmacy service by supporting Clinical Pharmacist
* Works under supervision at all times
 |
| Responsibility for Policy/Service Development |
| * **Follow policies in own role**
* **Follows pharmacy Standard Operating Procedures (SOP)s as required**
 |
| Responsibility for Information Resources |
| * Create medication related searches as necessary for work e.g. to identify patients to support audit and review.
* Data entry, text processing
* Audit data spreadsheets
 |
| Responsibility for Research & Development |
| * **Undertake audit work, in agreement with the clinical pharmacist in line with the practice / objectives and priorities**
 |
| Freedom to Act |
| * **Clearly defined occupational policies, work is fully supervised.**
* **Follows standard operating procedures and relevant regulations**
 |
| **Physical Effort** |
| * **Combination of sitting, standing walking**
* **Little physical effort required**
 |
| **Mental Effort** |
| * **Frequent concentration**
* **Concentration required for audits, report-writing, record-checking**
 |
| ****Emotional Effort**** |
| * **Occasional distressing or emotional circumstances**
 |
| ****Working Conditions**** |
| * **Office based role: use VDU equipment frequently**
 |

|  |
| --- |
| Person Specification |

|  |
| --- |
| **Supporting Evidence** |
| **In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors** | **Description** | **Essential** | **Desirable** | **Assessment** |
| **Knowledge, Training and Experience** | Completion of year two or three of MPharm undergraduate courseConversant in medical terminologyComputer literate in Word, Excel, email, and internetWorking knowledge of standard operating proceduresAbility to produce, analyse, and present data  | √√**√****√****√** |  | A/IA/IA/IA/IA/I |
| **Communication skills** | Excellent interpersonal skills including written and verbal skills; confidence in working with people at all levels of the organisationAbility to work independently or as part of a multidisciplinary teamThe ability to complete work to tight deadlinesMust respect and preserve confidentiality | √√√√ |  | A/IA/IA/IA/I |
| **Analytical** | Pays attention to detailProblem solvingAbility to interrogate and manipulate clinical data | √ | √ | A/IA/I |
| **Planning Skills** | Adaptable – able to accommodate interruptions and changes to work plan |  | √ | A/I |
| **Physical Skills** | Standard keyboard skillsExtensive use of IT over prolonged periods | √√ |  | A/IA/I |
| **Autonomy** | The post holder will work under the supervision of a clinical pharmacist |  |  |  |
|  **\*Assessment will take place with reference to the following information****A=Application form I=Interview**  |