

**Sandy Lane Surgery  
Sandy Lane  
Leyland  
PR25 2EB**

**JOB DESCRIPTION**

**Job Title:** Practice Medicines Co-ordinator

**Reporting To:** Practice Manager

**Accountable To:** GP Practice Manager

**Liaises with:** CCG/CSU Medicines Co-ordinators Scheme Lead  
CCG/CSU Medicines Management Team

**Job Summary**

The post holder will take a central role in reviewing, improving and implementing the practice repeat prescribing policies, training and ensuring that all staff are aware of the correct procedures to run a safe, cost effective, efficient and patient friendly repeat prescription service.

The post holder will be responsible for assisting the practice and the medicines management team to deliver the agreed changes required to meet the prescribing targets set for the Cinical Commisioning Groups (CCG) and the Quality and Outcomes Framework (QOF) prescribing schemes.

The post holder will be the main contact for non-clinical medication related queries from pharmacies, nursing homes and other health care professionals to improve the accuracy of patient medication records.

**Main duties and responsibilities of the post:**

**A. General**

1. To identify and work closely with all healthcare professionals involved in medicines management in the practice
2. To reduce waste, minimise risk and improve the repeat prescribing process
3. To improve prescription security by introducing best practice guidelines
4. To be responsible for ensuring recall systems are in place and are effective for the correct monitoring of amber drugs and those included in the enhanced services of the GMS/PMS contract
5. To undertake practice based CCG project work under the direction of the Medicines Co-ordinators Scheme Lead to ensure cost savings on the prescribing budget
6. To undertake proactive "housekeeping" management of the repeat prescribing process in accordance with practice and CCG protocols
7. To deal with all , non-clinical medication queries that require follow up and problem solving techniques

8. To assist the Medicines Management team with any searches, data collection and letter production required for prescribing changes
9. To use GP clinical systems and other computer software on a regular basis to produce medicines management reports
10. Identify patients who would be suitable for repeat dispensing and pharmacy Medication Use reviews (MURs)
11. To ensure information from pharmacy MURs is acted upon as appropriate.
12. Develop and implement medicines management initiatives through the work of the practice e.g. repeat dispensing.
13. Development and implementation of practice policies and procedures to ensure the effective and efficient use of resources

## **B. Communication**

1. Act as the first point of contact both within the practices and for outside agencies, including secondary care, community pharmacists, nursing home staff and other healthcare professionals who have queries relating to prescriptions.
2. To work collaboratively with the Medicines Co-ordinator Scheme Lead, the CCG Medicines Management Team and other practices to spread good practice and share experience.
3. Liaise with patients to receive prescription requests, address their queries and provide medicines management advice.
4. To train and provide guidance to practice staff regarding medicines management.
5. Ensure all information regarding medicine management is distributed to all health care professionals within the practice.
6. To discuss patient medication issues with GPs in the practice

## **C. Administrative /Clerical**

1. To maintain comprehensive and accurate records of consultations with patients and work undertaken for the Medicines Management projects and activities.
2. To be able to use MS Office programmes necessary for the role.
3. To be able to use the searching and administrative capabilities of the GP clinical system.
4. To collect and submit monthly audit data to monitor improvements in line with the objectives of the practice, Medicines Management team and CCG targets.
5. To manage time effectively to ensure all targets are met.
6. To carry out any other associated tasks required to develop this role in the future as requested by the Medicines Co-ordinators Scheme Lead.

## **E. Training and Education**

1. To supervise and train practice staff undertaking generation of repeat prescriptions and to explain and inform them of any prescribing changes being carried out.
2. To facilitate medicine management meetings within the practice.
3. To attend training events for Medicines Co-ordinators organised by the medicines Co-ordinators scheme lead and as appropriate to the role
4. To attend regular networking meetings with the Medicine Co-ordinators Scheme Lead

## **F. Research, Development and Audit**

1. To organise the data collection and searches required for all audits being carried out for medicines management priorities (any prescribing incentive schemes and CCG projects) and ensure they are submitted on time.
2. Collate and interpret results from the audits undertaken via the Practice Medicines Co-ordinators scheme and prepare regular reports on progress to the practice.

## **H. Other**

1. Ensure security of data and information in accordance with the Data Protection Act and the Practice's policies and procedures.
2. Promote and maintain own and other's health, safety and security, in accordance with legislation and the Practice's Health and Safety and Security policies.
3. Support the equality, diversity and rights of patients, carers and colleagues, to include:
  - acting in a manner that recognises the importance of people's rights, interpreting them in a way that is consistent with the Practice's 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.
4. Participate in the Practice's staff appraisal system.
5. Undertake any other duties that are considered to be appropriate to the post.

## Person Specification

### Practice Medicines Co-ordinator

Attributes	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE at least Grade C in English and Maths, or equivalent</li> <li>• Evidence of continuing education/training</li> </ul>	<ul style="list-style-type: none"> <li>• ECDL</li> <li>• Vocation/professional health related/management qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Familiarity with drug names and terminology</li> <li>• Ability to use Microsoft Office packages, e.g. Microsoft Word, Excel, PowerPoint, Outlook</li> <li>• Understanding of project management</li> </ul>	<ul style="list-style-type: none"> <li>• A sound knowledge of the workings of general practice.</li> <li>• Ability to use GP clinical computer systems and software</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of data collection, analysis and synthesis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in GP practice/ NHS provider for at least 1 year.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Attention to detail and works with high degree of accuracy</li> <li>• Ability to work unsupervised</li> <li>• Pro-active, with the ability to use own initiative</li> <li>• Good verbal and written communication skills</li> <li>• Good interpersonal and leadership skills</li> <li>• Computer literate</li> <li>• Good organisational skills</li> <li>• Flexibility</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self motivated, enthusiastic, articulate and diplomatic</li> <li>• Willing to attend regular training sessions</li> <li>• Maintain confidentiality</li> <li>• Possess high work standards</li> <li>• Pass pre-employment medical and CRB checks.</li> </ul>	

