**PHARMACY SERVICES CO-ORDINATOR**

JOB DESCRIPTION

* Train and support the Care Navigators at each of the 6 practices in the network (alongside the Health and Wellbeing Development worker) to correctly advise patients about basic pharmacy issues and correctly signpost to community pharmacists where appropriate.
* Advise community pharmacists on management of minor conditions to help them provide more definitive advice and support self-care wherever possible, reducing unnecessary referrals to the GP and increasing uptake of pharmacy services.
* Act as liaison between community pharmacists identifying issues causing problems, develop and implement solutions. Enhance relationships and collaboration between GP services and community pharmacy.
* Review uptake of Medicines Use Reviews. Investigate current issues and problems. Develop pathways to optimise benefits for patients. Prevent overlap and duplication with GP medication reviews.
* Review use of New Medicines Service. Promote benefits for GPs and increase uptake.
* Review use of Repeat Dispensing in practices. Promote benefits to GPs. Identify barriers to use. Develop pathways to increase appropriate use and uptake.
* Review functioning of repeat prescription service and promote best practice across the network.
* Act as a pharmacy advice resource to GPs
* Liaise with CCG Medicines management team on behalf of network over prescribing incentive and development schemes.
* Liaising with network prescribing leads to co-ordinate responses to ad-hoc prescribing issues such as medication supply problems, changes to indications, drug withdrawals etc.
* In association with Community Pharmacy West Yorkshire (CPWY) Research and Evaluation Manager help identify and measure metrics to support evaluation of this role within PMCF.
* Advise on pharmacy content in network care navigation web tool and app.
* Promote the uptake of pharmacy services across the network.
* Develop and/or source self-care materials for management of minor illness and medication issues across the network.
* Work collaboratively with local pharmacy organisations (i.e. Community Pharmacy West Yorkshire, Local Professional Network and Royal Pharmaceutical Society Local Practice Forum)
* Review post-discharge information on falls & frail elderly patients
* Pilot methods of working as direct front line pharmacist to support other members of the primary care team.

PERSON SPECIFICATION

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| Required Attributes | Desired Attributes |
| * GPhC registered pharmacist * Experience of managing projects successfully * Flexible * Capable of independent working * Well motivated * Enthusiastic about community pharmacy * Excellent communication skills – written and verbal * Ability to influence effectively * Commitment to continuing professional development * Driver with use of a car | * Experience of community pharmacy * Experience of working within General Practice * Strategic experience of healthcare and the NHS |