

SWC Medical Group

Dr Alex Trompetas & Partners



SELSDON PARK
97 Addington Road
Selsdon
CR2 8LG

WARLINGHAM GREEN
1 Church Road
Warlingham
CR6 9NW

CHALDON ROAD
Chaldon Road
Caterham
CR3 5PG

WHYTELEAFE
19 Station Road
Whyteleafe
CR3 0EP

JOB DESCRIPTION

Title	Prescribing Officer
Location	97 Addington Road, South Croydon, Surrey CR2 8LG
Accountable To	Prescribing Lead
Hours of Duty	Negotiable approximately 36 per week over 5 days

The Practice

Eight partners working from four premises covering the areas of South Croydon, Selsdon, Sanderstead, Warlingham, & Whyteleafe.

Relationship with Other Members of Staff

This practice believes in team effort and has worked very hard to build a team feeling within the staff. The holder of this position will take part in this team and interact with all members of staff. You may be expected to attend practice meetings in your own time and, if the need arises, other meetings out of working hours.

Management of staff:

You will be required to oversee a small team of admin staff, 3 in total. You will ensure that there is always adequate cover in place before agreeing to any annual leave. If sickness occurs you will work with the team to ensure essential roles are covered.

Duties

The Prescribing Officer is responsible for the duties below however he/she is not expected to perform all of them. Some duties may be shared with other members of the admin team, the practice pharmacist(s), the receptionists and the care coordinator responsible for QOF. Where this job description refers to the duties of the prescribing officer below it is implied that these duties may be performed by any member of the team but that the prescribing manager is supervising them and is responsible.

Generating Routine Repeat Prescriptions duties.

Prescriptions need to start by 09:00am prescriptions are then generated to be sent to the Educational Supervisor (or other assigned doctor on the day) until 5:30pm.

The Prescribing Officer will be overall in charge of the process and coordinate other receptionists who help with prescriptions (deputies). The prescribing process is designed to serve the patients and doctors. Any changes to the process will have to be agreed by the partner(s).

Linking Prescriptions to QOF and Patient Recall

The Prescribing Officer will organise any patient invitations and/or patient recalls as required to fulfil the QOF criteria or any other patient clinical needs.

During the generation of repeat prescriptions the prescriptions officer will look at the individual requests and identify if patients need to be invited for tests or reviews or be given relevant literature/advice leaflets and will generate all such invitation/recall activity according to the policy put in place by the clinicians at the time.

The prescription officer will also be responsible for any other campaign that the practice needs to run, inviting patients in for say vaccination programmes or health talks etc if such campaign is run through the generation of prescriptions.

Prescription reviews

The Prescribing Officer will ensure that any prescription flagged by the system as needing a review is reviewed if possible. This includes renewing the prescription review date in EMIS for 1 year or any other time decided by the partner at the time.

The prescription reviews will follow a strict protocol generated by the partners or the practice pharmacist(s) which will include amongst others the following:

- Organising blood tests and check-ups for people on certain medications
- Making sure that each repeat prescription has a linked diagnosis. If the Prescribing Officer is not certain what diagnosis should be linked to the prescription to create a file of queries which she will then discuss with any of the doctors at regular intervals (could be weekly)
- Monitor usage of all drugs to see if they are over- or underused

Check if duplicate prescriptions remain in the system and remove them if no longer used.

- Check if prescriptions adhere to the current CCG prescribing policies

Prescription queries

The Prescribing Officer will deal with non-routine prescription requests according to a standard protocol. Requests for items that are in the "current" and "past" list will be checked to see when and why they were last issued. For appropriate items then a prescription will be issued for signing. The prescription issued should identify that an item was generated from the past or current list for the signing doctor to check again. For certain types of medication the prescription Manager will refer the matter to the signing doctor.

The Prescribing Officer will also issue prescriptions if appropriate that were generated in hospitals NHS and private and hand written requests using the above principles. In addition the officer will have script switch available for new items. The Prescribing Officer will deal with all telephone queries arising from chemists and patients during her hours in the practice.

Electronic requests, emails

The Prescribing Officer will check on a daily basis any requests received by email, via the website or through EMIS access. Prescriptions will be generated and issued for signing following the same principles as above. The prescription officer will make sure that any deputy does the same when she is off.