

# Pharmacotherapy workflow

Job role	Pharmacist	Pharmacy Technician
Location	In-practice	Pharmacy hub
Working pattern	Sessional practice as per current rota. No annual leave cover until further recruitment.	Monday – Friday service for all practices, including sickness and annual leave cover
It is not the responsibility of the hub team set up recalls for routine chronic disease review or management of “outside medicines”		
Work to allocate	<p>Management and authorisation of:</p> <ul style="list-style-type: none"> <li>acute prescriptions</li> <li>limited repeat requests</li> </ul> <p>including review of use of ‘specials’ and ‘off-licence’ requests; requests for specific groups of patients (e.g. care home, care at home)</p> <ul style="list-style-type: none"> <li>Prescribing queries (e.g. advice on dosing, medicine suitability, choice of medicine)</li> <li>Pharmacists with prescribing qualification will prescribe within scope of practice</li> <li>Identification of patients suitable for serial prescriptions</li> </ul>	<ul style="list-style-type: none"> <li>Medicines reconciliation of IDLs and clinic letters (where dosing and choice of medicine are clearly documented) and issuing any associated acute prescriptions required by the patient</li> <li>Implementation of serial prescriptions</li> <li>Support with medicines shortages queries</li> <li>Notify community pharmacy of changes for patients using MAR charts and multi-compartment compliance aids, including completion of change form</li> <li>Non-clinical medication review (e.g. removal of obsolete drugs, identifying non-formulary compliant prescribing)</li> </ul> <p>The following items do not require a clinical check by a pharmacist or GP to be issued by a PT:</p> <ul style="list-style-type: none"> <li>Non-medical topical preparations e.g. emollients</li> <li>Stoma bags and sundries</li> <li>Catheters and continence appliances</li> <li>Diabetes sundries (unless diabetes medication also requested)</li> <li>Wound management products e.g. dressings</li> <li>Lymphoedema garments</li> <li>Miscellaneous appliances</li> </ul>
How to allocate work	Slots (Appointment calendar)	DOCMAN
Contact details	In person during practice sessions or via message slot on allocated session	Shared mail box (including for urgent queries – hub staff can call practice to discuss over the phone if required)