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e-Job planning for pharmacists and pharmacy technicians

Appendix: Pharmacy job plan categorisations

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Appendix: Pharmacy job plan categorisations

Consultant pharmacist job plan template

Job plan category	Personal details	Direct clinical care (DCC)	Specified supporting professional activities (SPA)	Leadership and managerial responsibilities	Research, evaluation and service development
Supporting activities <i>(RPS outcomes)</i>	Employee name Job title Position number Job banding Accountable to Responsible for Objectives (yearly performance objectives) Outcomes the job plan is expected to deliver	Patient-facing clinics (virtual or f2f) and ward rounds (1.1, 1.2, 2.1) Independent prescribing (1.1, 2.1) Drug monitoring/screening (1.1, 1.2, 2.1) Medication reviews (1.1, 1.2, 2.1) Clinical queries (1.1, 1.2, 2.1) Medications enquiries (1.1, 1.2, 2.1) Clinical case reviews (MDT) (1.1, 1.2, 2.1) Patient counselling (1.1, 2.1) Patient group education settings (1.1, 2.1, 4.2) Facilitate supply of medicine (2.1)	Mentorship (4.1) Professional development of team (4.1, 4.3, 4.3) Teaching/lecturing (4.2, 4.3) Education supervision (4.1, 4.2, 4.3) Contribution to training and development programme (4.1, 4.2, 4.3) Peer review (4.1, 4.2, 4.3) Mandatory training Study leave Travel time	People management (1:1s, appraisals) (3.2, 3.3) (SPA) Clinical governance (3.5) (SPA) Investigation of medicines incidents (3.2) (SPA) Strategy development and delivery (3.1, 3.2, 3.5) (SPA) National roles (NICE, Royal Colleges, etc) (3.1, 3.5) (ED) Reviews and management of budgets (SPA) Rostering/rota (SPA) Meeting attendance travel time	Development of and contribution to research proposals (5.1, 5.2, 5.3) (SPA) Multisite collaboration and engagement (5.1, 5.2, 5.3, 5.4, 5.5) (SPA) Service evaluation (eg audits) (5.1, 5.3) (SPA) National roles (NICE, Royal Colleges, etc.) (5.1, 5.2, 5.3, 5.4, 5.5) (ED) Development of, contribution to and promotion of best practice (5.1, 5.2, 5.3, 5.4, 5.5) (SPA) Meeting attendance travel time

		Clinical supervision/practice support (1.1, 2.1, 2.3, 2.4, 2.5) Patient-related admin (1.1) Referrals (1.1, 2.1) Dispensing and checking/screening prescriptions (1.1, 1.2, 2.1) On-call (1.1) Travel time			
RPS curriculum domain	Non applicable	Person-centred care, collaboration and professional practice	Education	Leadership and management	Research
Total in hours	-				

Core advanced pharmacist job plan template

Job plan category	Personal details	Direct clinical care (DCC)	Specified supporting professional activities (SPA)	Leadership and managerial responsibilities	Research, evaluation, and service development
Supporting activities <i>(RPS outcomes)</i>	Employee name Job title Position number Job banding Accountable to Responsible for Objectives (yearly performance objectives) Outcomes the job plan is expected to deliver	Patient-facing clinics (virtual or f2f) and ward rounds (1.1–1.6, 2.1–2.5) Independent prescribing (1.1, 1.3, 2.1, 2.2) Drug monitoring/screening (1.1, 1.3, 2.1) Medication reviews (1.1–1.6, 2.1–2.5) Clinical queries (1.1–1.3, 2.1–2.5) Medication enquiries (1.1–1.3, 2.1–2.5) Clinical case reviews (MDT) (1.1–1.6, 2.1–2.5) Patient counselling (1.1–1.3, 2.1) Patient group education settings (1.1–1.3, 2.1) Facilitate supply of medicine (1.1–1.6, 2.1) Clinical supervision/practice support (1.1–1.3, 2.1)	Mentorship (4.1– 4.2) Professional development of team (4.1–4.3) Teaching/lecturing (4.1–4.3) Education supervision (4.1–4.3) Contribution to training and development programme (4.1–4.3) Peer review (4.1–4.3) Mandatory training (4.1) Study leave (4.1) Travel time	People management (1:1s, appraisals) (3.1, 3.2, 3.3, 3.6) (SPA) Clinical governance (3.4–3.5) (SPA) Investigation of medicines incidents (3.4–3.6) (SPA) Strategy development and delivery (3.1, 3.2, 3.5) (SPA) National roles (NICE, Royal Colleges, etc) (3.1, 3.5) (ED) Reviews and management of budgets (SPA) Rostering/rota (SPA) Meeting attendance travel time	Development of and contribution to research proposals (5.1–5.4) (SPA) Multisite collaboration and engagement (5.1–5.4) (SPA) Service evaluation (eg audits) (5.1–5.4) (SPA) National roles (NICE, Royal Colleges, etc) (5.1–5.4) (ED) Development of, contribution to and promotion of best practice (5.1–5.4) (SPA) Meeting attendance travel time

		Patient-related admin (1.3) Referrals (1.1, 1.3) Dispensing and checking/screening prescriptions (1.1, 1.3, 2.1) On-call (1.1–1.3, 2.1) Travel time			
RPS curriculum domain	Non applicable	Person-centred care, collaboration and professional practice	Education	Leadership and management	Research
Total in hours	-				

Post registration foundation pharmacist job plan template

Job plan category	Personal details	Direct clinical care (DCC)	Specified supporting professional activities (SPA)	Leadership and managerial responsibilities	Research, evaluation, and service development
Supporting activities (RPS outcomes)	Employee name Job title Position number Job banding Accountable to Responsible for Objectives (yearly performance objectives) Outcomes the job plan is expected to deliver	Patient-facing clinics (virtual or f2f) and ward rounds (1.1–1.10, 2.1–2.12) Independent prescribing (1.1–1.10, 2.1–2.12) Drug monitoring/screening (1.1, 1.3, 2.1) Medication reviews (1.1–1.10, 2.1–2.12) Clinical queries (1.1–1.10, 2.1–2.12) Medication enquiries (1.1–1.10, 2.1–2.12) Clinical case reviews (MDT) (1.1–1.10, 2.1–2.12) Patient counselling (1.1–1.3, 2.1) Patient group education settings (1.1–1.3, 2.1) Facilitate supply of medicine (1.1–1.10, 2.1–2.12) Clinical supervision/practice support (1.1–1.10, 2.1–2.12)	Mentorship (4.1–4.5) Professional development of team (4.1–4.5) Teaching/lecturing (4.1–4.5) Education supervision (4.1–4.5) Contribution to training and development programme (4.1–4.5) Peer review (4.1–4.5) Mandatory training (4.1–4.2) Study leave (4.1–4.2) Travel time	People management (1:1s, appraisals) (3.1–3.10) (SPA) Clinical governance (3.1–3.10) (SPA) Investigation of medicines incidents (3.1–3.10) (SPA) Strategy development and delivery (3.1–3.10) (SPA) National roles (NICE, Royal Colleges, etc) (3.1–3.10) (ED) Reviews and management of budgets (SPA) Rostering/rota (SPA) Meeting attendance travel time	Development of and contribution to research proposals (5.1) (SPA) Multisite collaboration and engagement (5.1) (SPA) Service evaluation (eg audits) (5.1) (SPA) National roles (NICE, Royal Colleges, etc) (5.1) (ED) Development of, contribution to and promotion of best practice (5.1) (SPA) Meeting attendance travel time

		Patient-related admin (1.1, 1.3) Referrals (1.1, 1.3) Dispensing and checking/ screening prescriptions (1.1, 1.3, 2.1) On-call (1.1–1.10, 2.1–2.12) Travel time			
RPS curriculum domain	Non applicable	Person-centred care, collaboration and professional practice	Education	Leadership and management	Research
Total in hours	-				

Pharmacy technician job plan template

Job plan category	Personal details	Direct clinical care (DCC)		Specified supporting professional activities (SPA)	Leadership and managerial responsibilities	Research, evaluation and service development
Supporting activities	Employee name	Medication administration	Patient medication orders	<p>Examples (foundation):</p> <ul style="list-style-type: none"> • Mentorship • Training of new staff, apprentices, summer students, PTPTs • Upskilling of trust clinical staff in medicines management • Peer review <p>Examples (advanced):</p> <ul style="list-style-type: none"> • Professional development of team • Teaching/lecturing • Clinical supervision/ practice support leadership/contribution to training and development programme Training and development in line with PDP (CPD) Educating the MDT <p>Study leave</p>	<p>Examples (foundation):</p> <ul style="list-style-type: none"> • Rostering/rota (SPA) • Investigation of medicines incidents (SPA) • Audits (SPA) <p>Examples (advanced):</p> <ul style="list-style-type: none"> • People management (1:1s, appraisals, wellbeing/welfare) (SPA) • Review/approval of medication incidents (SPA) • Reviews and management of budgets, savings, and benefits (SPA) • Strategy development and delivery (SPA) • National roles (NICE, Royal Colleges, etc) (ED) Meeting attendance travel time 	<p>Multisite collaboration and engagement (SPA)</p> <p>Service evaluation (eg audits) (SPA)</p> <p>Clinical governance initiatives and audit (SPA)</p> <p>Development/ implementation of prescribing guidelines and protocols (SPA)</p> <p>Travel time</p>
	Job title	Medicines interventions	Completing medical records			
	Position number	Resolving discrepancies and issues	Resolving missed doses/drugs			
	Job banding	Providing medication information and counselling to patients (and their carers as appropriate)	Resolving missing medication			
	Accountable to	Responding to medicine information enquiries	Purchase of medicines including supplier and contract management			
	Responsible for	Responding to medicine information enquiries	Resolving controlled drugs discrepancies			
	Objectives (yearly performance objectives)	Patient and carer counselling	Controlled drugs/benzos destruction			
	Outcomes the job plan is expected to deliver	Working as part of MDT including specialist teams, eg frailty	Facilitating safe discharge of patients and continuity of medicines			
		Discharge planning	Providing advice on the safe and			

		Travel time Patient top-ups Patient's own drugs (POD) checking and clearing	secure storage of medicines and investigating/resolving incidents Handover updates Travel time Stock ordering	Completing statutory and mandatory training Travel time		
Total in hours						