

Position Title: Senior Clinical Pharmacist – Medication Guidelines and Smart Pumps

Campus: Ballarat

Directorate: Hospitals - Clinical Support Services

Department: Pharmacy

Reporting to: **Direct:** Deputy Director of Pharmacy – Clinical Services & Education (or delegate)

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Pharmacist Grade 3 Year 1 – 4 (SX6-SX81) dependent on years of experience.

Enterprise Agreement Coverage: Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement.

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships, and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness, and empathy.	Openness, honesty, and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Primarily this position is responsible for optimising patient outcomes by leading the ongoing development and maintenance of the Grampians Health wide medication guidelines and dose error reduction software (smart pump) datasets (currently BD Guardrails® and CADD Solis®) and facilitation of associated governance requirements.

In addition, the successful applicant will:

- Support senior pharmacy department leaders and managers to enhance team building and excellence within the pharmacy department and throughout the organisation.
- Represent the Pharmacy Department in relevant forums and committees,
- Participate in pharmacy education programs, mentor and supervise undergraduate students and intern, pharmacist and pharmacy technician staff and provide education to staff from other disciplines.

The successful applicant may be required to act as a delegate for Clinical Pharmacy Team Leaders or Senior Pharmacists in their absence. Additional responsibilities may be delegated by the Senior Pharmacy Leadership Team.

After completion of training, the successful applicant will be required to participate in weekend/public holiday rosters as well as on-call services as rostered for the Pharmacy Department and may be required to participate in extended hours services as rostered for the Pharmacy Department.

KEY ACCOUNTABILITIES

Operational Management and Leadership

- Provide leadership within Pharmacy Services as a key member of the Clinical Pharmacy Team, with a focus on medication guidelines and smart pumps.
- Serve as a member of Grampians Health Drugs and Therapeutics Committee (DTC), and attend bi-monthly meetings (6 per year) or assign a proxy when required.
- Ensure Pharmacy Services staff and multidisciplinary teams are aware of KPIs, service updates and other relevant matters relating to medication guidelines and smart pumps in order to effectively function within their allocated role.
- Contribute to the implementation of the Pharmacy Services Operational Plan for medication guidelines and smart pumps.
- Contribute to and oversee the development, implementation and review of relevant, effective and appropriate Grampians Health and/or Pharmacy Services wide clinical governance relevant to medication guidelines and smart pumps.
- Model and facilitate commitment to excellence and innovation as evidenced by initiating and coordinating or participating in at least one documented quality improvement activity or research project annually for the advancement of clinical pharmacy services or patient care. Publication in a peer reviewed journal or presentation at relevant clinical pharmacy conferences, seminars or education events desirable.
- Proactively problem-solve, negotiate, manage conflict, facilitate open discussions with colleagues, provide effective feedback and ensure workforce culture aligns with Grampians Health values.
- Participate in strategic planning, staff meetings, service development and other relevant forums.
- Positively promote the organisation, Grampians Health, Pharmacy Services, and the role of the clinical pharmacy service.
- Ensure the ongoing ability to provide clinical excellence by:
 - Participating in and meeting the standards of the Grampians Health Performance Development and Review Program.
 - Participating in and fulfilling the requirements of the Grampians Health and Pharmacy Services specific orientation, induction, mentorship, supervision, and performance management or development programs as directed.
 - Maintain and document ongoing CPD at a level applicable to the post and consistent with requirements of AHPRA.
 - Practice within the Advanced Pharmacy Australia's Code of Ethics.

- Ensure the relevant legislative requirements, hospital guidelines, NSQHC accreditation and professional standards are met.
- Monitor new developments through journal review, attend and present at relevant Grampians Health and external in-services, discipline or specialty conferences and other relevant educational opportunities.
- This position requires the contribution of 8 hours per week to the delivery of patient facing clinical pharmacy services.

Grampians Health Medication Guidelines

- Harmonise across campuses, develop new, and update existing Grampians Health wide medication guidelines for stakeholder review, committee endorsement and publication on Grampians Health Prompt. In specialty areas (e.g. ICU, paediatrics, neonatology) may provide clinical pharmacy backfill to pharmacist/s with subject matter expertise (either directly or indirectly) to enable medication guideline content to be developed if required.
- Review, respond to and action requests for new medication guideline development in conjunction with relevant manager(s), department heads and subject matter experts.
- Proactively initiate new medication guideline requests in response to new formulary approvals and/or individual patient use applications.
- Proactively initiate new formulary requests, where required, to ensure Grampians Health practice is contemporary and evidence based.
- Conduct cost analysis, where relevant, to project cost savings or increased expenditure due to medication related practice change, weighing medication acquisition costs against potential offsets e.g. equipment, staff costs, length of stay.
- Identify subject matter experts and actively coordinate stakeholder review for all new and updated medication guidelines as per hospital policy and within required timeframes.
- Maintain a system for proactive review, update, committee ratification and release of medication guidelines by set review dates.
- Maintain overarching, internal governance that clearly outlines the roles and responsibilities of all stakeholders involved with medication guideline development and ongoing maintenance including reporting via the Drugs and Therapeutics Committee (DTC) and other committees where needed.
- Coordinate submission of completed guidelines to DTC and other relevant committees, meeting agenda item submission requirements and timelines.
- Manage medication guideline content via the Grampians Health Prompt Documents system and serve as a 'Pharmacy Approver' for relevant GrH Prompt documents.
- Provide training and support to staff on the Grampians Health Prompt Documents system.
- Delegate medication guideline review tasks to other clinical team pharmacists in liaison with the Deputy Director of Pharmacy – Clinical Services and Education or delegate, as appropriate.
- Working with Clinical Nurse Specialists/Consultants and medical staff (Clinical Directors/Consultants), provide stakeholder review and/or consultation on other medication related governance documents as requested by document owners e.g. clinical guidelines and procedures, forms and policies.
- Coordinate communication of new, and updated, medication guidelines across the organisation and liaise with external sites upon request in relation to accessing Grampians Health medication guidelines.
- Ensure smart pump datasets are updated and/or coordinate release of new versions to align with medication guideline updates or new releases.
- Undertake medication incident review relating to medication guidelines content or absence of medication guidelines.
- Support the regular assessment of the organisation's performance against NSQHS Standard 4 Medication Safety, identifying gaps in performance and providing guidance on how these gaps can be addressed as pertains to medication guidelines in conjunction with the Lead Medication Safety Pharmacist.
- Monitor and evaluate the effectiveness of medication guidelines in clinical practice, incorporating feedback from audits, incident reports and staff feedback.
- Lead quality improvement initiatives related to medication guideline usage, ensuring alignment of Grampians Health practice with best practice, evidence informed standards.
- Analyse usage trends and compliance with medication guidelines across departments and campuses to identify improvement opportunities.

- Engage with external bodies (e.g. SCV) to align local guidelines with state-wide or national standards and initiatives. Act as a subject matter expert to external bodies to provide input to state-wide or national guidelines from a rural/regional health service perspective.
- Develop and deliver education sessions on new or updated medications guidelines to clinical staff across Grampians Health.
- Identify opportunities for digital innovation, such as EMR integration, interactive guideline formats or mobile access tools.

Dose Error Reduction Software (smart pump) Datasets

- Review, respond to, and action, requests for smart pump dataset updates or new additions.
- Proactively initiate updates to smart pump datasets in response to new formulary approvals or practice changes.
- Undertake end user testing of draft datasets.
- Coordinate the release of updates of new data sets for smart pumps as needed.
- Maintain the register of smart pump dataset requests and updates.
- Ensure all smart pump updates and additions are made in accordance with the set internal governance procedures including liaison with senior medical, nursing and pharmacy staff.
- Ensure smart pump datasets are clinically appropriate, evidence-based and aligned with current medication guidelines and therapeutic protocols.
- Coordinate and deliver report of smart pump compliance by profile to the Medication Safety Governance Committee (MSGC) quarterly, or upon request.
- Develop and maintain overarching GH wide internal governance that clearly outlines the roles and responsibilities of all stakeholders involved with smart pump dataset development and ongoing maintenance including reporting via the Medication Safety Governance Committee (MSGC) and other committees where needed.
- Undertake training (including updates/refresher training periodically) required for management of smart pump datasets and quality control software and provide relevant training to others as necessary.
- Liaise with relevant smart pump companies and software providers as required.
- Coordinate communication of updated data sets across Grampians Health and liaise with external sites in relation to the Grampians Health smart pump datasets and availability as necessary.
- Develop supporting documents, video guides or other educational resources to assist end users with new or complex smart pump programming.
- Ensure medication guidelines are updated and coordinate release of new versions to align with smart pump dataset updates or new releases.
- Undertake medication incident review relating to smart pump dataset content, absence of content or other risk.
- Review, respond to and action requests for new smart pump dataset profiles or new smart pump devices in conjunction with Deputy Director of Pharmacy – Clinical Services and Education and/or Director of Pharmacy or delegate.
- Support the regular assessment of the organisation's performance against NSQHS Standard 4 Medication Safety, identifying gaps in performance and providing guidance on how these gaps can be addressed as pertains to smart pump datasets in conjunction with the Medication Safety Pharmacist.
- Collaborate with clinical and operational teams to integrate smart pump data into broader medication safety strategies and electronic medication management systems for Grampians Health.
- Monitor, coordinate auditing and analyse smart pump usage data, identifying trends, compliance issues and opportunities for improvement.
- Develop and/or deliver training programs for clinical staff on smart pump use, dataset updates, and error prevention strategies.
- Establish and monitor feedback mechanisms for clinical staff to report issues or suggest improvements to smart pump datasets.
- Lead quality improvement initiatives based on incident review, audit findings and stakeholder feedback.
- Facilitate interdisciplinary collaboration with nursing, medical, IT, supply, education and biomedical engineering teams to ensure smart pump datasets meet clinical and operational needs.
- Engage with external health services and state wide/national organisations to share best practices and align dataset standards where appropriate.

Clinical Pharmacy Practice and Service Provision

- Provide comprehensive assessment, intervention and consultative clinical pharmacy services to inpatients and/or ambulatory care patients at Grampians Health. Clinical pharmacy services are to be provided in line with the current version of the Advanced Pharmacy Australia (AdPha) Standard of Practice for Clinical Pharmacy and other relevant specialty standards of practice.
- Proactively contribute to effective patient flow by coordinating and prioritising clinical pharmacy tasks to ensure timely clinical consultation and review particularly at transitions of care.
- Ensure the smooth transition of patients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients and their families.
- Liaise with relevant internal and external care providers to ensure continuity of care for Grampians Health patients and their families.
- Ensure organisational, Pharmacy Services and clinical pharmacy team communication and documentation standards are met, as evidenced by audit.
- Record clinical pharmacy KPI data, monitor and ensure all clinical activities undertaken fulfil or exceeds the applicable competency standards of the profession, and the standards set by the Pharmacy Department.
- Engage in, support and promote evidence based clinical pharmacy practice and ensure outcomes are monitored and modifications are made as required.
- Undertake training and credentialing, when eligible, for clinical pharmacy advanced practice programs and maintain a comprehensive knowledge of training/credentialing requirements, governance and legislative requirements, KPIs and other matters relevant to clinical pharmacy advanced practice programs at GH.

General Accountabilities

Communication

- Maintain effective and high quality oral and written communication at all levels within Grampians Health and with external organisations.
- Active and collaborative participation in Pharmacy Department and Grampians Health wide meetings, as evidenced by attendance records and via structured feedback such as peer feedback and annual performance review.
- Be accessible to the Pharmacy Services leadership team on a day-to-day basis to provide support and assist with problem solving
- Communicate with the line management in relation to issues and risks linked to the medication guidelines and smart pumps portfolio.

Information Management

- Ensure information is managed in line with organisational and Pharmacy Service standards.
- Ensure documentation standards as set by the Pharmacy Department and organisation are met as evidenced in audits.
- Participate in discussion pertaining to staffing requirements, workloads, and roster planning issues with the senior Pharmacy Services leaders, and assist with monitoring the efficiencies of new work practices and quality activities relevant to role.
- Participate in discussion pertaining to resource allocation, formulary management and revenue generation.
- Understand financial policies and processes, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures.
- Facilitate an appreciation of departmental financial processes with students (including work experience students), interns and other pharmacists, and other Grampians Health staff.

Governance and Risk Management

- Demonstrate compliance with all Grampians Health Policies and Procedures.
- Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participate in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for

continuous improvement in the workplace through communication and consultation with managers and colleagues.

- Demonstrate an understanding that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- Demonstrate a commitment to patient centred health care and services, consistent with the Grampians Health values, mission, and vision. It is expected that the core values of patient centred care are demonstrated in every interaction with patients, carers, and colleagues.

This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the Pharmacy Service and Directorate annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

KEY SELECTION CRITERIA

Qualifications and experience

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Bachelor of Pharmacy, or equivalent.
- Higher qualification in clinical pharmacy desired or ability to demonstrate practice aligning with Grade 3 criteria as set out in the Medical Scientists, Pharmacists and Psychologists Victorian Public Sector Enterprise Agreement 2021-2025.

Technical/professional knowledge and skills

- Demonstrated advanced clinical pharmacy knowledge and practice and demonstrated ability to apply this knowledge to improve outcomes for patients and promote quality use of medicines.
- Prior experience contributing to medication guideline development and smart pump systems desirable.
- Excellent written and verbal communication skills, with demonstrable attention to detail and accuracy; including the ability to communicate with multidisciplinary colleagues, committees and external health services in a structured, logical, organised manner which enables stakeholders to contribute in a time efficient manner.
- The ability to review a large number of pharmacotherapy references including the ability to conduct a primary literature search if required, and distil the information into a cohesive and contemporary medication guideline for review by relevant multidisciplinary team stakeholders.
- Demonstrated problem solving, negotiation and complex decision making skills.
- Commitment to excellence in the provision of health services.

Work environment

- Demonstrated ability to organise and prioritise own workload and ability to adapt constructively within a dynamic working environment and organisational deadlines.
- Strong record of experience working in multi-disciplinary teams with demonstrated ability to produce impactful positive change for the benefit of patients and health services.

Personal attributes

- Commitment to excellence in the provision of health services.
- Demonstrated ability to function with honesty and integrity in a work environment that is dependent upon adherence to legal requirements
- Demonstrated commitment to continuing education, research or quality improvement initiatives and peer review.
- Demonstrated ability to develop and empower others through supervision, modelling, and training.
- Demonstrated ability to monitor, evaluate and modify own performance through reflective practice.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose, and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing, and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols, and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary and NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing, and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.