

Position Title: Senior Pharmacist (Team Leader): Cancer Pharmacy Services (Ballarat)

Campus: Ballarat

Directorate: Hospitals

Department: Pharmacy

Reporting to: Pharmacy Cancer Services Coordinator

Direct Reports: Pharmacists – Cancer services
Technicians – Cancer services

Appointment Terms/Conditions:

Classification and Code: Grade 3 (year 1-5) (SX6 – SX81)

Enterprise Agreement: Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 – 2025

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

This position provides leadership and expertise to the rapidly expanding oncology pharmacy services at Grampians Health. As the Senior Pharmacist – Oncology Services, you will work in conjunction with other senior staff of the oncology pharmacy services at Grampians Health (GH) to lead oncology pharmacy services. In addition, you will have a patient facing role in the provision of care to patients receiving cancer treatments at the Ballarat Regional Integrated Cancer Centres (BRICC). There will be opportunities to contribute towards the expansion of cancer services within the Grampian Regions. Likewise, you will have opportunities to contribute towards research and educational activities of the Pharmacy Department. The key accountabilities of the Senior Pharmacist – Cancer Services are as listed below.

KEY ACCOUNTABILITIES

1. Pharmacy Services

- a. Provide pharmaceutical care to oncology patients attending the Ballarat Regional Integrated Cancer Centres (BRICC).
- b. Provide expert advice to doctors, nurses, pharmacy staff and others, including assisting and supporting BRICC oncology and other pharmacy staff in problem solving and decision making.
- c. Participate in, and oversee (as needed), the provision of clinical pharmacy service to the BRICC's Chemotherapy Day Unit.
- d. Participate in, and/or co-lead, the operational activities of BRICC Pharmacy such as:
 - i. Ensuring compliance with any Grampians Health formulary restrictions;
 - ii. Managing oncology Medication Access Programs in conjunction with the Cancer Pharmacy Services Coordinator/delegate, including the facilitation of appropriate approvals;
 - iii. Regularly monitor and assess medicine management and usage in BRICC Pharmacy to enhance medication safety and appropriateness, in conjunction with the Medication Safety Pharmacist and, other staff;
 - iv. Regularly monitor and manage drug usage within BRICC Pharmacy, including reviewing stock discrepancies, expiry date checks and PBS claims for chemotherapy drugs to maximise growth in revenue where appropriate;
 - v. Providing input in consultation with the Senior Compounding Pharmacist, to the manufacturing /compounding needs of BRICC Pharmacy;
 - vi. Completing, where applicable, workload statistics, KPIs and other required records for BRICC Pharmacy activities;
 - vii. Documenting and/or reviewing relevant medication incidents reported through the Riskman (VHIMS) and, implement strategies to minimise risks and improve safety;
 - viii. Rostering of BRICC Pharmacy staff;
 - ix. Work in conjunction with the Pharmacy Cancer Services Coordinator /delegate to develop, maintain and administer a comprehensive and functional orientation and training program for new staff in BRICC Pharmacy, including Residency program;
 - x. Ensuring statutory and professional pharmacy practice standards are met at the operational level.
- e. Support (if needed and in collaboration with the Senior Clinical Trials Pharmacist), oncology-related clinical trials.
- f. Lead or co-lead ARIA-related tasks and functionalities including:
 - i. Provide ARIA medications functionality system support and advocate for improvements which enhance the usability and efficiency of the system;
 - ii. Create new medication protocols in ARIA and manage the ongoing maintenance of these protocols;
 - iii. As needed, train new medical, nursing and pharmacy staff in the use of the ARIA medications functionality.
- g. Participate, where appropriate, in research activities of the pharmacy department and BRICC.
- h. Participate, where applicable, in weekend, on-call and public holiday rosters.
- i. Maintain a sound knowledge and appropriate use of services relevant to the patient.

2. General Accountabilities

a. Communication

- i. Maintain effective oral and written communication at all levels within Grampians Health and, with external organisations;
- ii. Facilitate, where necessary, regular BRICC Pharmacy team meetings with the Cancer Pharmacy Services Coordinator/delegate, and communicate key outcomes to key stakeholders;
- iii. Active and collaborative participation, in Pharmacy Department and other meetings as delegated by Pharmacy Cancer Services Coordinator/delegate, and where appropriate, report on outcomes of the meetings to the Pharmacy Cancer Services Coordinator/delegate or Director of Pharmacy Clinical Services /delegate.

b. Information Management

- i. Ensure information is managed in line with Pharmacy Department and Grampians Health standards;
- ii. Ensure documentation standards as set by the Pharmacy Department and Grampians Health are met as evidenced in audits;
- iii. Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities.

c. Human Resource Management

- i. In liaison with the Pharmacy Cancer Services Coordinator/delegate, participate in discussion regarding staffing requirements and roster planning. Prepare rosters if required.
- ii. Contribute to recruitment processes (where required);
- iii. Lead and/or participate, in the orientation, induction, mentorship, supervision, education and professional development of students (including work experience students), intern pharmacists and other Grampians Health personnel as directed;
- iv. Participation in Grampians Health Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable.

d. Service Development

- i. Support (where necessary) the development of regional oncology service in conjunction with the Director of BRICC, Pharmacy Cancer Services Coordinator/delegate, Director of Pharmacy Clinical Services /delegate and others;
- ii. Create or maintain relevant operational procedures related to BRICC Pharmacy;
- iii. Undertake applicable training and maintain own professional development in order to maximise the operational performance of the BRICC Pharmacy;
- iv. Participate in strategic planning, staff meetings, service development and other relevant forums;
- v. Lead and/or participate, as needed, in discussion pertaining to resource allocation, formulary management and revenue generation that are related to BRICC Pharmacy;
- vi. Understand financial policies and processes, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures;

e. Governance and Risk Management

- i. Demonstrate compliance with all Grampians Health policies and procedures;
- ii. Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals;
- iii. 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 your workplace through communication and consultation with managers and colleagues;
- iv. 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;
- v. 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;
- vi. It is expected that staff demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues. Grampians Health is committed to a patient/client centred approach in the provision of health care and services, consistent with the Grampians Health values, mission and vision.

You will support, where appropriate, the Pharmacy Cancer Services Coordinator/delegate to enhance team building and excellence within the Pharmacy Department. You will perform other duties as determined by the Pharmacy Cancer Services Coordinator/delegate

KEY SELECTION CRITERIA

Essential Criteria

1. A Bachelor of Pharmacy and current registration with AHPRA
2. At least three years' experience specifically in the delivery of oncology services. Additional experience in hospital clinical pharmacy services would be desirable.
3. Demonstrated highly developed organisational and time management skills, and the ability to respond appropriately to changing deadlines within a dynamic environment of high pressure, and competing priorities.
4. Demonstrated good problem solving and communication (both verbal and written) skills.
5. Demonstrated highly developed interpersonal skills, with the ability to lead a work team, develop and maintain effective relationships with all staff and patients/carers.
6. Attention to detail and accuracy in the setting involving the provision of high-risk medications.
7. Experience in training, coaching or mentoring colleagues and students.
8. Self-management: actively manage personal well-being and health; invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them; work both independently and in a complex team environment; ability to forward plan, use own initiative to plan and prioritise work to achieve set targets and meet deadlines.
9. Proven ability to function with honesty and integrity in a work environment that is dependent upon adherence to legal requirements.
10. High level of computer literacy, including the Microsoft Office suite of products and systems language.
11. Current drivers licence.

Desirable criteria

1. Postgraduate qualifications in clinical pharmacy, management or related-area.
2. ANZCAP advanced practice credentialing or ability to demonstrate practice aligning with Grade 3 criteria as set out Medical Scientists, Pharmacists, and Psychologists Victorian Public Sector Enterprise Agreement 2021-2025
3. Demonstrated experience in using oncology e-health systems (e.g. ARIA[®] Medical Oncology Information System).
4. Demonstrated experience in aseptic manufacturing of products, preferably cytotoxic.
5. Experience with the PBS system in public hospitals.
6. Quality improvement: experience in healthcare quality improvement including examples of innovation and or transformational redesign work, with a strong willingness to further develop these skills.

Personal attributes

Teamwork: cooperates and works well with others; collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict.

1. **Relationship building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across functions and organisations; builds trust through consistent actions, values and communication.
2. **Conceptual and analytical ability:** deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
3. **Creativity and innovation:** generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
4. **Detail focus:** observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
5. **Initiative and accountability:** proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions, timely completion of project deliverables and objectives.

Able to work independently with minimal supervision where necessary.

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 an 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.