

Position Title: Pharmacist Grade 2 - Rotational

Campus: Ballarat

Directorate: Clinical Support Services

Department: Pharmacy

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

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 – 2025 or subsequent versions.

Award Coverage: Grade 2, Year 1 – Year 4, dependent of years of experience

Time Fraction (hrs/wk): As advertised

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 is primarily allocated to the acute site at Grampians Health - Ballarat (GH-B). Rotation to the sub-acute service may occur.

As a Grade 2 Pharmacist, you will have at least three (3) years' experience and preferably a post graduate qualification relevant to pharmacy.

Primary job requirements involve:

- The provision of clinical pharmacy and operational support services on a rotational basis across all areas of the GH-B Pharmacy Service
- Contribution to effective patient flow within the organisation
- The provision of high-quality pharmaceutical care as a member of the multidisciplinary healthcare team by optimising pharmacotherapy for the purpose of achieving definite outcomes that improve patient care.

In addition, the successful applicant will:

- Support the Clinical Pharmacist Team Leaders, Lead Pharmacists and the Deputy Directors of Pharmacy to enhance team building and excellence within the team, the Pharmacy Department and Grampians Health.
- Participate in pharmacy education programs, mentor, supervise and support undergraduate students, intern and foundation resident pharmacists and provide education to the pharmacy team and staff from other disciplines.

The successful applicant may also be required to represent the Pharmacy Department in relevant forums and committees and act as a delegate for Clinical Pharmacy Team Leaders or Senior Pharmacists in their absence. Additional responsibilities may be delegated by the Director or Deputy Directors of Pharmacy or delegate. The successful candidate will be required to participate in weekend/public holiday rosters as well as on-call services and may be required to participate in extended hours services as rostered for the Pharmacy Department.

KEY ACCOUNTABILITIES

1. Pharmacy Services

Ensure the ongoing ability to provide clinical excellence by:

- a. Participating in and meeting the standards of the Grampians Health Performance Development & Review Program.
- b. Participating in and fulfilling the requirements of the Grampians Health and Pharmacy Department specific orientation, induction, mentorship, supervision, and performance management programs.
- c. Maintaining and documenting ongoing CPD at a level applicable to the post and consistent with requirements of AHPRA.
- d. Practicing within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
- e. Ensuring the relevant legislative requirements, hospital guidelines, NSQHC accreditation and professional standards are met.
- f. Initiating and coordinating or participating in a minimum of one documented quality improvement activity or research project for the Pharmacy Department or clinical area every two years. Publication in a peer reviewed journal or presentation at relevant hospital pharmacy or clinical specialty conferences or seminars desirable.
- g. Monitoring new developments through journal review, attendance and presentation at relevant Grampians Health in-services and attendance at other relevant external educational opportunities.
- h. Record KPI data, monitor and ensure all clinical activities undertaken fulfil or exceed the applicable competency standards of the profession, and the standards set by the Pharmacy Department.
- i. Engaging in and supporting evidence based clinical work and ensuring outcomes are monitored and modifications are made as required.
- j. Ensuring 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.
- k. Maintaining a sound knowledge and appropriate use of services relevant to the patient.

2. Clinical Pharmacy

Provide assessment, intervention, advocacy, and consultative clinical pharmacy services to Grampians Health patients

- a. During clinical pharmacy rotations, at least 90% of time will be spent in patient centred activities as evidenced by analysis of workload statistics.
- b. Provide comprehensive assessment, intervention, and consultative clinical pharmacy services to allocated patients as rostered, and the multidisciplinary care team, at Grampians Health - Ballarat. Clinical pharmacy services are to be provided in line with the current version of the Society of Hospital Pharmacists of Australia Standard of practice for clinical pharmacy services.
- c. Proactively contribute to effective patient flow by coordinating and prioritising discharge related tasks to ensure timely clinical consultation and review is provided to ensure the smooth transition of patients through the health care system.
- d. Regularly participate in and support clinical pharmacy workforce attendance at relevant multidisciplinary team meetings, consultant ward rounds or reviews and other clinical meetings to advise on pharmaceutical management issues (including but not limited to monitoring, safety, efficacy, tolerability, compliance, and transition of care issues).
- e. Proactively provide and support junior staff to provide education, training and awareness sessions for the multidisciplinary team, patients/carer, and other service user groups relevant to rostered role.
- f. Actively provide medicines information in the specific area of practice in response to queries from patients, carers, and all healthcare staff within the organisation.
- g. Liaise with relevant internal and external care providers to ensure and safeguard continuity of care for Grampians Health patients and their families.
- h. Ensure organisational, Pharmacy Department and Clinical Pharmacy Service communication and documentation standards are met, as evidenced by audit.

3. Operational Support

Support other operational functions of the Pharmacy Service as necessary

- a. Assist the Dispensary, Compounding and Ballarat Regional Integrated Cancer Centre (BRICC) Pharmacy Services to ensure safe, accurate and timely provision of outpatient, discharge and/or inpatient medication orders via rotation or as necessary.

4. General Accountabilities

Communication

- a. Maintain and role model effective oral and written communication at all levels.
- b. Active and collaborative participation in Pharmacy Department, clinical discipline, Grampians Health, and external organisation meetings as delegated by the Clinical Pharmacy Team Leader or Deputy Directors of Pharmacy, as evidenced by attendance records and via structured feedback such as peer feedback and annual performance review.
- c. Maintain effective communication within Grampians Health and with external organisations as evidenced in clinical record audits and via structured feedback such as peer feedback and annual performance review.
- d. During clinical pharmacy rotations, be accessible to the Clinical Pharmacy Team Leader on a day-to-day basis to provide support and assist with problem solving.
- e. Communicate with the Deputy Directors of Pharmacy in relation to clinical or operational issues.

Information Management

- a. Ensure information is managed in line with organisational and Pharmacy Department standards.
- b. Ensure documentation standards as set by the Pharmacy Department and organisation are met as evidenced in audits.
- c. Complete workload statistics and other required records for clinical pharmacy activities within the specified timeframes.
- d. 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.

Human Resource Management

- a. In liaison with the Clinical Pharmacy – Team Leader and/or Deputy Directors of Pharmacy, participate in discussion regarding staffing requirements and roster planning.

- b. Participation in the orientation, induction, mentorship, supervision, education, and professional development of students (including work experience students), intern and foundation resident pharmacists and other Grampians Health personnel as directed.
- c. Participate in Grampians Health Performance Development & Review Program, Clinical Supervision Program, and professional association programs where applicable.

Service Development

- a. Active participation in the development of pharmacy services that are accessible to those patients of Grampians Health with the greatest potential to benefit.
- b. Active participation in strategic planning, staff meetings, service development and other relevant forums.
- c. Active participation in discussion pertaining to resource allocation, formulary management and revenue generation.
- d. Understand financial policies and processes, practice and role model fiscal responsibility and act in accordance with relevant organisational policies and procedures.
- e. Facilitate an appreciation of departmental financial processes with students (including work experience students), intern and foundation resident pharmacists and other Grampians Health staff.

Governance and Risk Management

- a. Demonstrate compliance with all Grampians Health Policies and Procedures.
- b. Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- c. 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.
- d. 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.
- e. 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.
- f. 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 Department and Clinical 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)
- Experience in the provision of hospital pharmacy services
- Post-graduate qualification relevant to pharmacy practice

Technical/Professional Knowledge and Skills

- Sound knowledge of clinical pharmacy and pharmacotherapy and a demonstrated ability to apply this knowledge and promote quality use of medicines
- Demonstrated ability to organise and prioritise own workload, and workloads for others, in accordance with challenging and dynamic deadlines

- Demonstrated ability to utilise a range of computer skills including use of iPharmacy and Windows based applications

Work Environment

- Demonstrated ability to identify, and actively participate in, quality improvement activities and positively influence change as required
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment
- Demonstrated ability to function with honesty and integrity in a work environment that is dependent upon adherence to legal requirements

Personal attributes

- The ability to communicate effectively at all levels including with patients/carers, team members, multidisciplinary colleagues and external health services and providers in a structured, logical, organised manner to establish and maintain effective relationships.
- 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

Interpersonal skills

- Demonstrated ability to cooperate and work well with others in the pursuit of team goals

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 by 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.