

Position Title: Pharmacist Grade 2 – Rotational Horsham

Campus: Horsham

Directorate: Hospitals - Clinical Support Services

Department: Pharmacy

Reporting to: *Direct:* Site Lead Pharmacist Horsham
Indirect: Deputy Directors of Pharmacy

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Grade 2, Year 1 – Year 4, (SX2-SX5) dependent of years of experience

Time Fraction (hrs/wk): 40 hours per week (1 EFT) with ADO, or part time fraction as requested

Enterprise Agreement Coverage: MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS
VICTORIAN PUBLIC SECTOR (SINGLE INTEREST EMPLOYERS)
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 is a rotational clinical pharmacist position at the Grampians Health Horsham campus, fulfilling roles that include:

- Provision of ward/unit based clinical pharmacy services
- Dispensing, including credentialing for chemotherapy dispensing
- Provision of medication-related advice to clinical staff and patients
- Commitment to provision of a high quality, safe, efficient and effective pharmacy service ensuring continuum of patient care

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

In addition, the successful applicant will:

- Support the Senior Pharmacy Leadership Team to enhance team building and excellence within Pharmacy Services.
- Participate in pharmacy education programs, mentor, and supervise undergraduate students, intern, grade 1 and resident pharmacists, and provide education to the Pharmacy Services 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 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 and may be required to participate in extended hours services as rostered for the Pharmacy Department.

KEY ACCOUNTABILITIES

Clinical Pharmacy Practice and Service Provision

- Provide comprehensive assessment, intervention and consultative clinical pharmacy services to inpatients and/or ambulatory care patients admitted under the assigned clinical stream at Grampians Health Horsham. 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 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.
- Regularly participate in and support pharmacy team attendance at relevant multidisciplinary team meetings, ward rounds or team reviews and other meetings to advise on pharmaceutical management issues (including but not limited to monitoring, safety, efficacy, tolerability, compliance, and transition of care issues).
- Actively provide and/or support junior staff to provide education, training and awareness sessions for the multidisciplinary team, patients/carer, and other service user groups relevant to the rostered role.
- Act as a reference point for medicine information and clinical pharmacy queries for the assigned clinical stream/unit/s in response to queries from patients, carers, multidisciplinary team colleagues and pharmacy team members.
- Liaise with relevant internal and external care providers to ensure continuity of care for Grampians Health patients and their families.
- Ensure organisational and Pharmacy Services communication and documentation standards are met, as evidenced by audit.
- Participate in the development of pharmacy services that are accessible to those patients of Grampians Health with the greatest potential to benefit.
- Review prescriptions and medication orders, liaise with medical and nursing staff to ensure safe and appropriate medication use

- Provision of an appropriate, timely and adequate supply of medications to inpatients, discharge patients and outpatients.
- Participate in strategic planning, staff meetings, service development and other relevant forums.
- 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 Code of Ethics of the Society of Hospital Pharmacists of Australia.
 - 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.
 - Record pharmacy services KPI data, monitor and ensure all pharmacist 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.

Quality Improvement, Research and Innovation

- 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.
- 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 in order to effectively function within allocated role and ensure adherence with required standards, regulations, policies and procedures.

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, clinical discipline meetings and Grampians Health meetings as delegated by the Lead Pharmacist or Deputy Director of Pharmacy Clinical Services & Education, as evidenced by attendance records and via structured feedback such as peer feedback and annual performance review.
- During clinical pharmacy rotations, be accessible to Lead Pharmacist and/or Senior Pharmacist Team Leader on a day-to-day basis to provide support and assist with problem solving
- Communicate with the Lead Pharmacist and/or Senior Pharmacist Team Leader in relation to clinical, team and stream issues.

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

Essential:

- Bachelor or Master of pharmacy, or equivalent
- Pharmacist registration with Australian Health Practitioner Regulation Authority (AHPRA)
- Commitment to improving patient outcome through medication management
- Membership to an appropriate professional body – Advanced Pharmacy Australia (formerly Society of Hospital Pharmacists of Australia) or Pharmaceutical Society of Australia
- Well-developed organisational and time management skills
- Well-developed communication skills and ability to work effectively in a multi-disciplinary team

Desirable:

- Minimum of 3 years Pharmacist experience
- Experience in using iPharmacy iSOFT software
- Hospital Pharmacy experience in chemotherapy dispensing and management
- Ability to research, write and/or review a clinically-based document such as a drug protocol or medication management procedure
- Ability to prepare and provide clinical education to consumer and clinician groups
- Post Graduate qualifications relevant to the position

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.