

Position Title: Clinical Trials and Cancer Services Pharmacist

Campus: Grampians Health Ballarat

Directorate: Operations

Department: Pharmacy

Reporting to: **Direct:** Senior Clinical Trials Pharmacist (depending on grading and experience) and Cancer Services Senior Pharmacist (Team Leader)

Indirect (or Direct if applicable): Deputy Director of Pharmacy – Operations & Logistics, Cancer Pharmacy Services Coordinator

Appointment Terms/Conditions:

Classification and Code: Pharmacist Grade 2 or 3 dependent on qualifications and experience

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

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

| Collaboration | Compassion | Accountability | Respect | Innovation |
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| <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-Ballararat. As a Grade 2 or 3 pharmacist you will have at least 3 years hospital pharmacy experience in a relevant clinical area. A postgraduate qualification related to pharmacy will be looked upon favourably.

Primary requirements of the role:

- Contribute to and take responsibility for clinical trials pharmacy service such as: investigational medicinal product (IMP) related manufacturing, dispensing, IMP accountability and administrative processes, liaising with internal and external clients, maintaining relevant clinical trial records, reviewing and developing standard operating procedures.
- Contribute to the GH Cancer Services (for both clinical trials and non trials patients), which will involve providing pharmacy services for Ballarat Regional Integrated Cancer Centres (BRICC) patients of Ballarat, Horsham and Stawell. You will have a patient facing role in the provision of care to patients receiving cancer and/or trials treatments at BRICC. This position is based at the Ballarat Campus, however, depending on operational needs, there may be a requirement to travel to other Grampians Health sites for work (i.e. Stawell and/or Horsham). In the event that you are required to travel to another campus, you will be supported as per the Grampians Health Guidelines for Working Away from Home
- As part of both the clinical trials and cancer services teams you will be responsible for: streamlining processes, identifying and developing efficiencies, support and training of other staff, ensuring financial accountability, developing teamwork and a supportive high functioning team culture. As a conduit between these 2 work areas it is expected you will have advanced communication and negotiation skills.
- You may be required to support other areas across the Grampians Health (GH) Pharmacy Services, and perform other duties as directed by the Deputy/Directors of Pharmacy or delegate. You will be expected to participate in a weekend/public holiday/on-call roster.

KEY ACCOUNTABILITIES

- **General Pharmacy Services**
 - **Ensure the ongoing ability to provide clinical excellence by:**
 - Providing expert advice to doctors, nurses, pharmacy staff and others, including assisting and supporting the multidisciplinary team and other pharmacy staff in problem solving and decision making.
 - Participating in and meeting the standards of the GH Performance Development & Review Program.
 - Participating in and fulfilling the requirements of Pharmacy Department specific orientation, induction, mentorship, supervision and performance management programs.

- Maintaining and documenting ongoing CPD at a level applicable to the position and consistent with requirements of AHPRA.
 - Practicing within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
 - Ensuring the relevant legislative requirements, hospital guidelines, NSQHC accreditation and professional standards are met
 - Monitoring new developments through journal review, attendance and presentation at relevant GH in-services and attendance at other relevant external educational opportunities.
 - Record Key Performance Indicator (KPI) data, monitor and ensure activities undertaken fulfils or exceeds the applicable competency standards of the profession, and the standards set by the Pharmacy Department.
 - Engaging in and supporting evidence-based work and ensuring outcomes are monitored and modifications are made as required.
 - 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.
 - Maintaining a sound knowledge and appropriate use of services relevant to the patient.
 - Assisting in educating and training of pharmacy staff (students, interns, technicians and other pharmacists) and others on matters related to clinical trials or oncology.
 - Assist (where needed) in the supervision of students, intern pharmacists, pharmacy technicians and Grade-1 pharmacists.
 - Attend relevant meetings and continuing education as needed.
 - Support other operational & clinical functions of the Pharmacy Service when necessary
 - Maintain effective oral and written communication at all levels.
 - Active participation in strategic planning, staff meetings, service development and other relevant forums.
 - Active participation 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 junior staff.
- **Clinical Trials**
Provide quality, efficient and cost-effective Clinical Trials Pharmacy services including
 - To know, and to practice, the standard conduct of clinical trials, its procedures and restrictions including strict adherence to privacy and confidentiality.
 - Conduct clinical trials in accordance with International Conference on Harmonisation, Good Clinical Practice (ICH GCP), TGA, NHMRC AdPha Guidelines, and other legal and organisational requirements.
 - Dispense clinical trial prescriptions/orders and perform drug accountability duties.
 - To prepare and manufacture/reconstitute (if applicable) investigational products.

- Assist in the preparation of clinical trial pharmacy procedures (i.e. pharmacy trial summaries) and the set-up of pharmacy trial folders.
 - Participate in inventory management for clinical trial including receiving, transferring and ordering clinic trial stocks, and performing drug accountabilities.
 - Perform (as needed) clinical trial-related administrative duties such as invoicing, filing/sending of trial documents, maintaining currency of information in relevant database (e.g. SiteDoc), trial-related documentation, archiving, temperature monitoring, organising appointments, and where appropriate liaise/assist others on trial matters.
 - Communicate (as applicable) with both internal and external clients on matters related to clinical trials (e.g. Clinical Research Associates, Trial Nurse/Monitors, Trial Investigators).
 - Contribute to the development of standard operating procedures and quality improvement activities for clinical trials pharmacy service, and assist in quality assurance and workload statistics.
 - Disseminate relevant clinical trial information to pharmacy and other staff.
- **Cancer Services**
 - Demonstrate commitment to optimising the care and outcomes for GH Cancer Services patients, ensuring the safe, effective, and cost-conscious use of complex cancer medications according to current best practice
 - Perform duties of a cancer services pharmacist within the Grampians Health Cancer Services Pharmacy team and where applicable, other areas of the Pharmacy Department.
 - Participate in the provision of operational and clinical pharmacy service to the GH-Ballarat and GH-Stawell Chemotherapy Day Units and the Wimmera Cancer Centre (Horsham)
 - Support 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.

KEY SELECTION CRITERIA

Qualifications and experience

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of three years of experience in hospital as a registered pharmacist. Previous experience in the provision of hospital pharmacy services (e.g. clinical trials services, oncology service, aseptic manufacturing, dispensary or clinical pharmacy) and a post-graduate qualification relevant to pharmacy are highly desirable.

Technical/Professional Knowledge and Skills

- Sound knowledge of oncology and clinical trials and a demonstrated ability to apply this knowledge and promote quality use of medicines.
- Evidence of effective verbal and written communication skills.
- Demonstrated attention to detail, and adherence to legislative requirements and established standard operating procedures.
- Ability to utilise a range of computer skills (e.g. i.Pharmacy, ARIA, Digital Medical Record, and Windows based applications).

Work Environment

- Ability to organise and prioritise own workload in accordance with challenging and dynamic deadlines.
- Ability to work independently and with others.
- Flexibility and ability to adapt constructively within a busy and dynamic working environment.

Personal Attributes

- Ability to monitor, evaluate and modify own performance through reflective practice.
- Eagerness, self motivation and demonstrated ability to develop expertise in any areas of clinical trials or oncology that may not yet be as well developed.
- Evidence of commitment to continuing professional development.

Interpersonal and Professional Conduct

- Demonstrated ability to develop and empower others through supervision, modelling and training.
- Exhibit composure, patience, and tolerance when navigating complex situations and accommodating diverse viewpoints.
- Demonstrate empathy and professional understanding toward colleagues, patients, and stakeholders, fostering a positive and respectful workplace culture.
- Cultivate a supportive and collaborative environment, encouraging team development and effective communication.
- .Actively promote constructive relationships across teams, facilitating cooperation and alignment with organisational objectives.
- Maintain a strong professional work ethic, prioritising tasks and resources to achieve operational excellence.
- Operate effectively under pressure, ensuring timely and accurate delivery of services while upholding quality standards.

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.
- 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 a 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.