

**Position Title:** Rotational Pharmacist Grade 1 – (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 1, Year 3 – Year 6, 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](http://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.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<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**

Working under the leadership and support of the Site Lead Pharmacist (Horsham) and senior pharmacist team leaders and managers, this position is primarily responsible for:

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

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 and interns, 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. 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 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 Advanced Pharmacy Australia (formerly Society of Hospital Pharmacists of Australia) Standard of practice for clinical pharmacy and other relevant specialty standards of practice.
- Contribute to effective patient flow by proactively 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 clinical pharmacy team attendance at relevant multidisciplinary team meetings, ward rounds or team 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).
- Provide and/or facilitate the delivery of 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 unit/s in response to queries from patients, carers, multidisciplinary team colleagues and clinical pharmacy team members and escalate queries to team leaders when required.
- 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.
- Participate in the development of clinical 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 Advanced Pharmacy Australia (formerly 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 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.

#### Quality Improvement, Research and Innovation

- Model and facilitate commitment to excellence and innovation as evidenced by assisting with and completing 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.

#### 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 Site Lead Pharmacist (Horsham) or senior pharmacist leaders and managers, as evidenced by attendance records and via structured feedback such as peer feedback and annual performance review.
- During rotations, be accessible to Site 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 Site Lead Pharmacist (Horsham) and/or Senior Pharmacist Team Leader in relation to clinical, operational, 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), intern 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**

- Bachelor or Master of Pharmacy, or equivalent.
- Registered pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

### **Technical/Professional Knowledge and Skills**

- Demonstrated ability to apply pharmacy practice and medication management knowledge and skills to improve outcomes for patients.
- Demonstrated ability to organise and prioritise own workload in accordance with challenging and dynamic deadlines.
- Excellent communication and interpersonal skills, both written and verbal.

### **Work Environment**

- 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.
- Ability to work collaboratively in multidisciplinary team environment

### **Personal attributes**

- Commitment to excellence in the provision of health services.
- Ability to positively influence change for the benefit of patients and the health service.
- Commitment to continuing education.
- 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.