

Position Title: Pharmacist – Operations

Campus: Ballarat

Directorate: Hospitals

Department: Pharmacy

Reporting to

Direct	Dispensary Operations Team Leader (or delegate)
Indirect	Deputy Director of Pharmacy – Operations & Logistics

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Grade 1 or 2 dependent on experience

Enterprise Agreement: Victorian Public Health (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement

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.

<i>Collaboration</i>	<i>Compassion</i>	<i>Accountability</i>	<i>Respect</i>	<i>Innovation</i>
<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.

The role involves providing clinically appropriate medications in a safe and timely manner, adhering to the highest tenants of professional best practice.

The role will contribute to dispensary services, and dependent on the successful pharmacist's experience may also include supporting activities of the compounding service. Provision of clinical pharmacy services at ward level may also be required, dependent on experience and overall staffing requirements.

The pharmacist will support the Deputy Directors of Pharmacy/delegates to enhance team cohesion and excellence within the team and the Pharmacy Department.

KEY ACCOUNTABILITIES

1. General Pharmacy Services

Ensure the ongoing ability to provide clinical excellence by:

- 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.
- Record 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 care, 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 and best practice relevant to the patient, their situation and goals.

2. Operation & Clinical Services Support

- Support other operational & clinical functions of the Pharmacy Service when necessary
- Assist the Dispensary Services to ensure safe and timely dispensing of outpatient, discharge and/or inpatient medication orders.
- Dependent on experience it may be required from time to time to assist in provision of clinical pharmacy services
- Participation in the weekend and on-call roster will be expected.

3. General Accountabilities

Communication

- Maintain effective oral and written communication at all levels.
- Active and collaborative participation in Pharmacy Department and clinical discipline meetings
- Maintain effective communication within GH and with external organisations

Information Management

- Ensure information is managed in line privacy legislation, organisational and Pharmacy Department standards.
- Ensure documentation standards as set by the Pharmacy Department and organisation are met as evidenced in audits.

- 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

- In liaison with the Deputy Directors of Pharmacy and/or delegates, participate where applicable, in discussion regarding staffing requirements and roster planning.
- Participation in the orientation, induction, mentorship, supervision, education and professional development of pharmacy staff, students (including work experience students) and other GH personnel as directed.

Service Development

- Active participation in the development of pharmacy services that are accessible to those patients of GH with the greatest potential to benefit.
- Active participation in 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.

KEY SELECTION CRITERIA

Qualifications and experience

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- The grading and responsibility of the role will be commensurate with the level experience in hospital pharmacy, postgraduate study (if applicable) and relevant skills brought to the role.

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.
- Evidence of effective verbal and written communication skills.
- Demonstrated attention to detail, and adherence to legal requirements and established standard operating procedures.
- Ability to utilise a range of computer skills (e.g. iPharmacy and Windows based applications).

Work Environment

- Ability to organise and prioritise own workload while under pressure in a sometimes-stressful environment.
- Ability to work independently and as part of a team.
- Ability to pivot and multitask within a busy and dynamic working environment ▪ Accurate and efficient work output.

Personal attributes

- Ability to monitor, evaluate and modify own performance through reflective practice.
- Evidence of commitment to continuing professional development.

Interpersonal skills

- Demonstrated ability to develop and empower others through supervision, modelling and training.

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 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.