



DEPARTMENT OF HEALTH

NORTH METROPOLITAN HEALTH SERVICE

KING EDWARD MEMORIAL HOSPITAL FOR WOMEN

JOB DESCRIPTION FORM

SUPERVISOR PHARMACIST HSO LEVEL P3

PHARMACY DEPARTMENT
MEDICAL SERVICES

Position No: **00011826**

Effective Date: September 2015

INDUSTRIAL AGREEMENT: Health Salaried Officers Agreement

REPORTING RELATIONSHIPS

Responsible to Executive Director WNHS

Responsible to Medical Director

Responsible to Chief Pharmacist

THIS POSITION

POSITIONS UNDER DIRECT SUPERVISION

<u>Title</u>	<u>Classification</u>	<u>FTE</u>
Senior Technician	HSO G4	1
Technician	HSO G3	5
Intern	HSO G2	2
Storeperson	HSW 7	1
Pharmacist	HSO P1	2
Pharmacist	HSO P2	6
Purchasing Officer	HSO G5	1

TOTAL FTE's: 18

OTHER POSITIONS UNDER CONTROL

<u>Category</u>	<u>FTE</u>
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TOTAL FTE's:

PRIME FUNCTION / KEY RESPONSIBILITIES: Contributes to optimum patient care by undertaking duties as a Pharmacist, within the framework of services provided by the Department of Pharmacy including services to patients, clinician liaison, drug information, teaching, research and supervision of support staff. Ensures that all activities are conducted according to the highest principles and ethics of the profession and requirements of the Law. Assist the Chief Pharmacist to control the pharmacy service.

BRIEF STATEMENT OF DUTIES

Administration

1. Assist the Chief Pharmacist to control the day to day activities of the clinical pharmaceutical service, including the supervision and education of pharmacy staff and students, to provide an efficient service.
2. Participates in the formulation and implementation of all policies and procedures relating to pharmaceutical services for WNHS in collaboration with the Chief Pharmacist.
3. Assists in the investigation of new developments of new developments in the pharmacy that may benefit the patient and hospital service.
4. Develops, implements, monitors and participates in quality improvement activities and research relevant to Pharmacy as required in collaboration with the Chief Pharmacist.
5. Assists as a contact person for pharmaceutical matters at WNHS.
6. Assists with the supervision of pharmacy students.
7. Ensure that the pharmacy service meets a high ethical and professional standards conforming to legal and hospital requirements
8. Assists the chief pharmacist to :
 - a) manage the human resource
 - b) review operation and risk management
 - c) develop and implement quality improvement and research work
 - d) represent the department on appropriate committees
 - e) assume the head of department as required.
9. Develop and manage the departmental records, documentations and reports on key performance indicators.
10. Develop and coordinate the conduct of clinical trials and drug usage evaluation programs.
11. Develop and manage education programs for pharmacists, pharmacy undergraduate and other medical staff.
12. Ensure compliance with clinical and corporate governance requirements.
13. Ensure compliance with legislative and other regulatory requirements relating to equity and diversity, disability and occupational safety and health.

Other

1. Accept any other duties, required by the Chief Pharmacist, consistent with those of a Senior Pharmacist.
2. Accept rostered duties as required including the on-call pharmacy service.

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in pharmacy and Registered as a Pharmacist with the Pharmacy Board of Australia.
2. Demonstrated current, extensive relevant clinical hospital pharmacy skills and experience
3. Demonstrated competence in drug knowledge and its application to the clinical setting
4. Demonstrated high level written and verbal communication and interpersonal skills and the ability to work effectively in a multidisciplinary team environment.
5. Advanced knowledge of relevant legislation regulating the pharmacy profession and hospital pharmacy services.
6. Demonstrated high time management and organisation skills when planning, and monitoring pharmacy services, including service development.
7. Demonstrated supervisory and leadership skills to supervise and coordinate clinical, professional, administrative and educational aspects of the pharmacy clinical service.
8. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

DESIRABLE REQUIREMENTS

1. Relevant post-graduate qualifications in clinical pharmacy and active participation in the affairs of relevant professional organisations.
2. Demonstrated experience of the Pharmaceutical Benefits Scheme and its application in the community and hospital sectors.
3. Demonstrated skills in computing systems, especially those relevant to hospital pharmacy.
4. Demonstrated ability to perform human resource management duties consistent with a manager.

APPOINTMENT FACTORS:

- Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement;
- The completion of 100 point Identification Check;
- A successful Criminal Record Screening Clearance;
- A successful Pre-Employment Integrity Check;
- A successful Pre-Employment Health Assessment.

CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)

Exec Director / Director / Head of Division / Head of Service / Head of Department: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title

Signature

Date

Human Resource Delegate - Job Description Approved.

Title

Signature

Date

Occupant - I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)

Signature

Date