



**JOB DESCRIPTION FORM**

**Section 1 – POSITION IDENTIFICATION**

<b>Goldfields</b>		<b>Position No:</b>	613748
<b>Division:</b>	Operations	<b>Title:</b>	<b>Regional Clinical Pharmacist</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	HSO Level P2
<b>Section:</b>	Pharmacy	<b>Award/Agreement</b>	Health Salaried Officers Agreement

**Section 2 – POSITION RELATIONSHIPS**

<b>Responsible To</b>	<b>Title:</b>	Operations Manager
	<b>Classification:</b>	HSO Level G11
	<b>Position No:</b>	607939



<b>Responsible To</b>	<b>Title:</b>	Regional Chief Pharmacist
	<b>Classification:</b>	HSO Level P4
	<b>Position No:</b>	601163



<b>This position</b>	<b>Title:</b>	<b>Regional Clinical Pharmacist</b>
	<b>Classification:</b>	HSO Level P2
	<b>Position No:</b>	613748



**OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:**

<b>Title</b>
614041 - Senior Regional Clinical Pharmacist
614202 - Pharmacy Intern
614000 - Pharmacy Technician
601161 - Pharmacy Assistant x 2



<b>Positions under direct supervision:</b>		<b>← Other positions (indirectly) under control:</b>	
Position No.	Title	Category	Number
Nil			
		<b>Total</b>	

**Section 3 – KEY RESPONSIBILITIES**

Promotes safe, rational and cost effective drug therapy by providing advanced clinical pharmacy services for hospital patients which include the monitoring of the patients total medical profile, providing drug information, making independent decisions and undertaking teaching and research.

**WA Country Health Service –  
 GOLDFIELDS**  
  
**21 August 2018**  
  
**REGISTERED  
 Job Description Form**

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>ADVANCED CLINICAL PHARMACY</b>		<b>75</b>
1.1	Provides advanced clinical pharmacy services for hospital patients.		
1.2	Ensures the provision of pharmaceutical service e.g., including drug distribution, clinical pharmacy dispensing and medication counselling.		
1.3	Responsible for the reconciliation of patient medications after admission.		
1.4	Undertakes daily reviews of inpatient medication charts providing for coordination and evaluation of pharmaceutical services.		
1.5	Participates in ward/ clinical rounds.		
1.6	Provides medication counselling and drug information to patients including the provision of a medication profile.		
1.7	Communicates professionally with medical, nursing and other health professionals regarding the patient's medication profile.		
1.8	Ensures that prescribing of all medications conforms to legal and hospital requirements.		
1.9	Oversees the correct supply, handling, storage and administration of drugs in clinical areas.		
<b>2.0</b>	<b>PROFESSIONAL MANAGEMENT</b>		<b>20</b>
2.1	Assists the Regional Pharmacist in the management of regional pharmaceutical services including planning, coordination, visiting and evaluation of services.		
2.2	In collaboration with the Regional Pharmacist, reviews, formulates implements and evaluates pharmaceutical services policies and procedures.		
2.3	Manages the recognition and provision of new or obsolete drugs on the hospital ward.		
2.4	Develops, implements, monitors and participates in quality activities including the reporting of adverse drug events.		
2.5	Participates in quality accreditation programs.		
2.6	Provides drug education/training for health professionals including nursing, medical and allied health groups and students.		
2.7	Participate in professional development in practice areas as well as development in leadership and supervision skills.		
<b>3.0</b>	<b>OTHER</b>		<b>5</b>
3.1	Attends meeting as required.		
3.2	Travels to other health services in the region.		
3.3	Acts as the Senior Regional Clinical Pharmacist in their absence.		
3.4	Other duties as directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Demonstrated experience in clinical pharmacy and thorough professional knowledge of clinical pharmacy.
3. Excellent communication skills (verbal and written) and interpersonal skills to effectively interact with all levels of hospital staff and patients.
4. High standard of negotiation skills.
5. Competence in current drug knowledge and its application to the clinical setting.
6. Current knowledge of medical terminology.
7. Demonstrated understanding and commitment to Equal employment Opportunity, Occupational Safety & Health and how these impact on employment, people management and service delivery.
8. Current WA C or C-A Class driver's licence or equivalent and ability to travel within the region including overnight stays.

#### DESIRABLE

1. Relevant post graduate qualifications in clinical pharmacy or commitment to continuing education.
2. Relevant experience in hospital pharmacy.
3. Ability to supervise and provide leadership.

### Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current WA C or C-A Class drivers licence or equivalent</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
Specialised equipment operated			

### Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

