



**Working with Children  
 Check (WWCC) Required**

**HSS REGISTERED**

**Supervisor Pharmacist**  
**Health Salaried Officers Agreement – Level P3**  
**Position Number: 00012076**  
**Pharmacy Department**  
**Perth Children’s Hospital / QEII Nedlands**

**Reporting Relationships**

Head of Department - Pharmacy  
 HSO Level P6  
 Position Number: 00012070



Deputy Head of Department - Pharmacy  
 HSO Level P4  
 Position Number: 00012071



**This Position**



Reporting to this position:

Title	Classification	FTE
• Pharmacist	HSO Level P2	
• Pharmacist	HSO Level P1	
• Pharmacy Technician	HSO Level G3	
• Pharmacy Assistant	HSO Level G2	

Also reporting to this supervisor:

- Supervisor Pharmacist – HSO Level P3
- Senior Pharmacist HSO Level P2
- Pharmacist HSO Level P1
- Purchasing Officer HSO Level G5
- Senior Technician HSO Level G5

**Key Responsibilities:**

Manages and Leads the dispensing service provided to inpatients and outpatients. Oversees procurement, drug storage and distribution, prescription dispensing, controlled drug management, and correct use of the pharmacy automation devices used within the main Dispensary and Satellite Dispensaries. Promotes safe, rational and cost-effective drug therapy by providing specialised dispensing services which include monitoring of the patient's total medication profile, providing drug information and undertaking teaching and research. Ensures practice is in accordance to the Pharmacy Board of Australia Registration Standards, the Pharmacy Board of Australia Codes and Guidelines including the Pharmacy Code of Conduct for Registered Health Practitioners and CAHS policies and guidelines.

## Brief Summary of Duties

### 1. Leadership

- 1.1 Work in partnership with senior nursing, medical, pharmacy and allied health staff to deliver a safe, evidence-based, technologically advanced and well-governed medicines management service.
- 1.2 Makes independent decisions in respect of specialized areas of pharmacy professional practice.
- 1.3 Is the expert resource for all pharmacists and other professional staff in respect of the dispensary pharmacy services.
- 1.4 Provide professional leadership to the pharmacy workforce to ensure the provision of professional and quality pharmacy services. Facilitates the professional development of all staff under direct supervision.
- 1.5 Develops and delivers as required educational programs provided by the Pharmacy department, for medical, nursing, pharmacy and allied health students and staff on matters relating to medicines policy and systems.
- 1.6 Promote the benefits, development and implementation of electronic medicines management systems as a long term strategy towards safer, more efficient and well governed health care.
- 1.7 Actively participates in the planning, implementation and documentation of activities associated with National Safety and Quality Health Service Standards.

### 2. Operational Management

- 2.1 Is responsible for the planning and delivery of dispensary pharmacy services in inpatient and outpatient care settings.
- 2.2 Oversees the performance and quality of services provided by pharmacy staff rostered to the Dispensary and ensures that appropriate rostering and service cover is in place for those services.
- 2.3 Provides specialist/expert support to clinical pharmacy service personnel to ensure complete management of the patient and their medications.
- 2.4 Ensure that all medicines held in dispensary areas are adequately controlled, prescribed in accordance with legislative, regulatory and procedural controls and that such prescribing is safe and clearly understood by all personnel involved in medicines management.
- 2.5 Participate in policy development at hospital, area and State level for matters concerning pharmacy services or medicines management.

### 3. Research, Quality and Innovation

- 3.1 Promote and lead a culture of research, quality improvement and innovation to drive reforms in medicines management and pharmacy services which deliver better health outcomes for patients and which ensure compliance with the National Safety and Quality Health Service Standards.
- 3.2 Participates in drug utilisation evaluation, quality assurance, research work and education programmes for pharmacists; assists in pharmacy graduate and undergraduate, nursing, medical and other training programmes.

### 4. Communication and Consultation

- 4.1 Actively participate in and contribute to relevant Hospital activities, including relevant Hospital, CAHS and State committees and represent the Hospital positively and effectively through participation in community and professional bodies.
- 4.2 Participate in forums and discussions related to the strategic and operational planning for the hospital pharmacy Services.

### 5. Other duties

- 5.1 Undertakes rostered shifts and rotations in the Department/Unit at the direction of the Chief Pharmacist/Deputy Chief Pharmacist including participation on the on-call/after-hours / weekend / roster if required.

### 6. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**Undertakes other duties as required.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Substantial hospital pharmacy experience and specialist level professional knowledge and skills in contemporary pharmacy clinical practice.
3. Demonstrated high level pharmacy knowledge and skills with specialisation in dispensing services to a tertiary level hospital.
4. Demonstrated ability to effectively lead, plan and coordinate Pharmacy staff and services including application of quality improvement principles and practices.
5. Demonstrable ability to communicate, consult & negotiate within a complex team structure.
6. Advanced competence in drug knowledge and therapeutics and its application to policy development to achieve optimal patient care and professional practice.
7. Current knowledge of, and commitment to, Risk Management and Occupational Health and Safety and Equal Employment Opportunity principles and practices.

### **Desirable Selection Criteria**

1. Possession of or significant progress towards post graduate qualifications relevant to pharmacy.
2. Extensive working experience of the Pharmaceutical Benefits Scheme and its application in the community and hospital sectors.
3. A verifiable record of pharmaceutical research and innovation and publications in the medical, pharmaceutical and scientific literature and an understanding of the trends in hospital pharmacy practice
4. Active participation in the affairs of relevant professional associations.
5. Experience in teaching and training pharmacy staff, students and other health professionals.
6. Understanding of trends in hospital pharmacy practice, including activity based funding Models, and electronic medication management models

**Appointment Prerequisites**

Appointment is subject to:

- Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

**Certification**

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

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Directorate/ Dept. Head</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>

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

..... <b>Occupant Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>				

<b>HSS Registration Details</b> (to be completed by HSS)			
<b>Created on</b>	..... November 2014	<b>Last Updated on</b>	..... He119831 13/11/17