



## HSS REGISTERED

**Pharmacist**  
**Health Salaried Officers Agreement: Level P1**  
**Position Number: 602917**  
**Pharmacy Department**  
**Armadale Kalamunda Group/ East Metropolitan Health Service**

### Reporting Relationships

Director Clinical Services  
 MP Year 1-9  
 Position Number: 005986



Chief Pharmacist  
 HSO P-4  
 Position Number 005679



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Senior Pharmacist; HSO P-2; 7.0 FTE
- Pharmacist; HSO P-1; 3.0 FTE
- Pharmacy Assistant; HSO G-2; 5.0 FTE

**Key Responsibilities**  
 Promotes safe, rational and cost-effective drug therapy by providing clinical pharmacy services, including monitoring of the patient's total drug regimen. Provides drug information and undertakes teaching and research.

## Brief Summary of Duties (in order of importance)

### 1. General

- Monitors the patient's total drug regimen to promote safe, rational and cost effective therapy, showing due regard for the problems of drug disposition, pathology test results, drug assays, interactions, adverse reactions, interference with laboratory tests, toxicity, dosage, formulation, compliance in administration and costs.
- Ensures that the prescribing of all medications conforms to legal and hospital requirements and that prescribing is clearly understood by all personnel.
- Controls the correct supply, handling, storage and administration of drugs in clinical areas by:
  - Supervising support staff in the drug distribution process.
  - Advising nursing staff on the proper handling, security and administration of drugs.
- Liaises with Medical, Nursing and other health professionals to provide drug information and promote rational drug therapy.
- Participates in ward/clinic rounds and meetings.
- Counsels patients on their drug use when appropriate.
- Assists in the conduct of clinical trials and the control of investigational drugs at patient level.
- Develops and participates in education programs for pharmacists.
- Assists with pharmacy graduate and undergraduate, nursing, medical and other training programs.
- Develops and participates in drug utilisation review, quality assurance, development and research work.
- Visits other entities and the community to provide various pharmacy services.
- Participates in a departmental roster.
- Participates in performance management and facilitates/participates in Quality Assurance activities.

### 2. EMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Supports the delivery of safe patient care and the consumers experience including participation in continuous quality improvement activities in accordance 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, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 3. Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Demonstrated competent drug knowledge and understanding of their application to the clinical setting.
3. Well-developed organisational and planning skills.
4. Effective communication skills (verbal and written) including the ability to deal with patients and staff of all levels.
5. Ability to work as part of a multi-disciplinary team with a commitment to optimum patient care and professional practice.
6. Demonstrated understanding of quality improvement principles.
7. Possession of a current WA "C" or "C.A." class driver's licence.

### Desirable Selection Criteria

1. Completion of, or progress towards, a postgraduate qualification, relevant to hospital pharmacy practice.
2. Well-developed computer skills with particular emphasis on those relevant to hospital pharmacy and therapeutics.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement;
- Evidence of current "C" or "C.A." class drivers licence.
- 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.

.....  
**Manager / Supervisor Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Dept. / Division Head Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

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

.....  
**Occupant Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Effective Date**

**HSS Registration Details (to be completed by HSS)**

**Created on** 2016

**Last Updated on**

16/05/2018