



North Metropolitan Health Service
Job Description Form

DoH REGISTERED

Senior Pharmacist

Business Manager

Health Salaried Officers Agreement: P-3

Position Number: 008187

Pharmacy Department / Medical Services

Sir Charles Gairdner Hospital / NMHS

Reporting Relationships

Head of Department – Pharmacy
 Award Level: HSO P-6
 Position Number: 801



Deputy Head of Department – Pharmacy
 Award Level: HSO P-4
 Position Number: 8172



This Position



Also reporting to this supervisor:

- Senior Pharmacist I/C P3 4
- Stores Officer G5 1
- Senior Technician G5 1

Directly reporting to this position:

Title	Classification	FTE
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Other positions under control

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Prime Function / Key Responsibilities

Organises and manages SCGH Pharmacy operational tasks key to medication procurement and PBS Reform to facilitate the maximisation of cost savings and PBS reimbursement.

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 medication procurement.
- 1.4. Provide professional leadership in medication procurement to ensure the provision of professional and quality pharmacy services.
- 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 medication procurement systems in inpatient and outpatient care settings throughout SCGH.
- 2.2. Provides specialist/expert support to clinical pharmacy service personnel to ensure complete management of the patient and their medications.
- 2.3. Consults and work with key stakeholders to facilitate the quality use of medications across SCGH through Drug Use Evaluations and review of associated financial costs.
- 2.4. Works with senior Pharmacy, Divisional management and Finance staff to identify and pursue opportunities for optimising medication value at SCGH.
- 2.5. Participates in policy development at hospital, area and State level for matters concerning pharmacy services or medication procurement.

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, NMHS 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. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. 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. Substantial hospital pharmacy experience and professional knowledge and skills in contemporary pharmacy practice.
- 3. Demonstrated high level pharmacy knowledge and skills with specialisation in medication procurement systems.
- 4. Demonstrable ability to communicate, consult & negotiate within a complex team structure.
- 5. Advanced competence in drug knowledge and therapeutics and its application to policy development to achieve optimal patient care and professional practice.
- 6. Experience and knowledge of business and project management principles.
- 7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

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.

Appointment Prerequisites

Appointment is subject to:

- 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

Dept./Division Head

Position Occupant

Name:

Signature/HE:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date: