



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	005044
Division:	Medical Services	Title:	Regional Chief Pharmacist
Branch:	Pharmacy	Classification:	HSO Level P-4
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Regional Director Classification: HSO Class 2 Position No: 008024
	↑
Responsible To	Title: Director Medical Services Classification: MP Yr 1-9 Position No: 608142
	↑
This position	Title: Regional Chief Pharmacist Classification: HSO Level P-4 Position No: 005044
	↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
008020 Consultant Surgeon-General Surgery MP Yr 1-9
008035 Consultant Surgeon-Orthopaedic Surgery MP Yr 1-9
008082 Director Obstetrics & Gynaecology MP Yr 1-9
613123 Medical Administration Coordinator HSO LG-5
613240 Regional Clinical Risk Coordinator HSO LG-7
613241 Clinical Practice Improvement Coordinator HSO LG-7
613242 Clinical governance Support Officer HSO LG-4
613618 Consultant - Anaesthetist MP Yr 1-9
613619 Director Clinical Training MP Yr 1-9
613817/614697-99/614700-02/614714 Senior Medical Practitioner MP Yr 1-3
614454 Consultant – Physician General Medicine MP Yr 1-9
614455 Consultant-Obstetrician & Gynaecologist MP Yr 1-9
614466 Director Clinical Training MP Yr 1-9
614634 Consultant Physician Geriatrics MP Yr 1-9
614712 Reg – Srv – Unallocated MP Yr 1-3
614713 RMO – Unallocated MP Yr 1-3
614819 Director Emergency Medicine MP Yr 1-9
615322 Consultant-Emergency Medicine MP Yr 1-9
Surgical/Medical/O&G Registrars
Surgical/Medical Interns
Regional resident and visiting medical practitioners

Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
614043	Senior Regional Clinical Pharmacist	HSO LP-3		
005049	Regional Clinical Pharmacist	HSO LP-2		
614002	Pharmacy Technician	HSO LG-3		
005064	Pharmacy Assistant	HSO LG-2		

Section 3 – KEY RESPONSIBILITIES

Manages Pharmacy services and resources for the region to ensure optimum pharmaceutical care and professional standards are implemented and maintained consistent with WACHS requirements.

WA Country Health Service –
Great Southern

16 July 2018

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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.	%
1	PROFESSIONAL MANAGEMENT		50
1.1	Act as and accepts responsibilities consistent with those of Head of WACHS Great Southern Pharmacy Services.		
1.2	Formulates and ensures the implementation of WACHS Great Southern pharmacy services policy and directs and controls the acquisition, storage, distribution and security of stock.		
1.3	Responsible for administration of the drug budget for the Great Southern region.		
1.4	Assumes responsibility as Chairperson of the Medication Safety Group of the Great Southern region.		
1.5	Responsible for compliance with legal requirement regulating the profession of pharmacy and the appropriate liaison with the government authority administering those laws.		
1.6	Manages and directs department staffing resources including selection and recruitment, orientation and performance management.		
1.7	Maintains alertness towards recognising new development in hospital pharmacy practice to the advantage of the patient and Great Southern region.		
1.8	Assumes responsibility for forward planning of services and preparation of forward estimates for plant and equipment.		
1.9	Ensures harmonious working relationships are developed and maintained with internal and external persons and other departments.		
1.10	Coordinates the service quality improvement program and ensures the participation of the service in the Great Southern region and regional resource centre improvement and research programs and initiatives.		
2	CLINICAL		25
2.1	Ensures provision of pharmaceutical services, including drug distribution, clinical pharmacy, dispensing and medication counselling, drug information for nursing, medical and allied health staff in the Great Southern region.		
2.2	Distribution of drug information, answering drug queries and giving advice on Pharmaceutical matters to medical, nursing, allied health and other professionals in the Great Southern region.		
2.3	Maintain a contemporary knowledge of drugs and a readily accessible drug information reference system.		
2.4	Provides clinical pharmacy service and medication counselling for patients as appropriate.		
2.5	Participates in the orientation and staff development programme for medical, nursing and other hospital staff.		
2.6	Supervises pharmacy students as required.		
3	REGIONAL		20
3.1	Ensures that a program of pharmacy visits and support are in place for all WACHS GS sites regarding drug supply, storage and usage in accordance with service planning and relevant legislation.		
3.2	Ensures that the regional pharmacy program includes inspection of drugs of addiction to ensure correct procedures for ordering, issue and recording are maintained.		
4	OTHER		5
4.1	Other duties as directed by Line Manager.		
	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 comprehensive and current knowledge of and extensive experience in hospital pharmacy services, including clinical pharmacy, drug distribution, dispensing, medication counselling, drug information and education
3. Demonstrated leadership skills and ability to effectively manage human, financial and material resources and meet client needs
4. Demonstrated policy and service planning and development skills
5. Demonstrated effective communication, negotiation and interpersonal skills
6. Comprehensive knowledge of relevant pharmacy legislation and standards
7. Demonstrated commitment to personal and team professional development
8. Current 'C' or "C-A" class drivers licence
9. 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

1. Relevant post graduate qualifications

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and a Working With Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current 'C' or "C-A" class drivers licence 		
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: ____/____/____
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

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