



HSS Registered

Supervisor Pharmacist
Health Salaried Officers Agreement: HSO Level P3
Position Number: 104142
Department of Pharmacy / Clinical Trials
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Chief Pharmacist
 HSO Level P6
 Position Number 104127



Deputy Chief Pharmacist- Dispensing Services
 HSO Level P4
 Position Number 104130



This Position



Directly reporting to this position:

Title	Classification	FTE
• Pharmacist	HSO P1	0.5 FTE
• Pharmacy Technician	HSO G3	1 FTE

← Also reporting to this supervisor:
 Senior Pharmacists (2FTE): HSO P3
 Pharmacists (7 FTE): HSO P1
 Pharmacy Technicians (7 FTE): G3
 Pharmacy Assistant (1 FTE): HSO G2
 Pharmacy Assistant (2 FTE): HSO G1/2

Key Responsibilities

Supervises the day-to-day activities of the Clinical Trials and Special Access Scheme Section so as to contribute to optimum patient care by providing effective, efficient and personalised service to the highest ethical, legal and professional standards within the policies set by the Deputy Chief Pharmacist – Dispensing Services and the Hospital. Practises as a Supervisor Pharmacist as per 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 EMHS policies and guidelines.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1. Supervises the day to day operation of the Clinical Trials and Special Access Scheme Section within standing policies set by the Deputy Chief Pharmacist - Dispensing Services by:
 - 1.1.1. Organising and providing pharmaceutical services so as to promote optimum efficiency in minimising patient waiting times without compromise to practise standards;
 - 1.1.2. Organising, motivating and training all staff assigned to the section and ensuring that all work performed by non-qualified personnel is properly supervised and checked;
 - 1.1.3. Maintaining adequate supplies of pharmaceuticals and routine consumables necessary for the Section's efficient functioning and subjecting them to adequate stock control and security in accordance with established policy;
 - 1.1.4. Ensuring that all drugs held in the section are adequately controlled, that they are prescribed so as to conform to legal and hospital requirements, that such prescribing is clearly understood by all personnel, and that all dispensing undertaken in the section conforms to legal and hospital requirements;
 - 1.1.5. Maintaining adequate security of the section within established policy, to minimise risk of assault on staff and/or forced entry;
 - 1.1.6. Manages the supply of medications to the Animal Research Centre ensuring its procedures comply with legal and hospital requirements;
 - 1.1.7. Effectively uses the online Research Governance Service portal to ensure all trials have appropriate ethics approval and comply with site authorisation processes.
- 1.2. Dispenses Clinical Trial, SAS drug, and Medications Access Program prescriptions and liaises with Hospital staff ensuring maximising the pharmaceutical care of the patient. Liaises with medical staff concerning the interpretation of individual prescriptions, to resolve apparent ambiguities, irregularities and potential interactions, and to ensure the prescription complies with the law.
- 1.3. Assists in the general maintenance of the iPharmacy system including maintaining drug files and reporting system problems.
- 1.4. Supervises the purchasing, ordering, receipt and distribution of SAS and Clinical Trial medications according to hospital policy, and legal requirements.
- 1.5. Maintains a strong active focus towards quality of service to the various clients of the Pharmacy, and towards best practise and contestable standards in all activities for which this position is responsible; and actively participates in continuous quality improvement initiatives.
- 1.6. Liaising with clinical pharmacists to ensure prompt and accurate delivery of services to inpatients.
- 1.7. Supervises the setting up, invoicing and monitoring of clinical trials so as to conform to sponsor, departmental and hospital requirements.
- 1.8. Implements and applies relevant policies concerning drugs and hospital pharmacy practice within the dispensary; develops and participates in education programs for pharmacists; assists in pharmacy graduate and undergraduate, nursing, medical and other training programs; develops and participates in drug utilisation review and evaluation, quality assurance, development and research work; and promotes the highest public relations with other sections of the department and Hospital.

2. EMHS Governance, Safety and Quality Requirements

- 2.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3. Supports the delivery of safe patient care and the consumers' experience including 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.
- 2.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5. Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6. 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 with the Pharmacy Board of Australia.
2. Recent and relevant advanced hospital pharmacy experience.
3. Demonstrable management, organisational, supervisory and leadership skills.
4. Oral and written communication skills to effectively interact with all levels of hospital staff and patients.
5. Commitment to optimum patient care and professional practise.
6. Commitment to continuing education, postgraduate studies and peer review.
7. Advanced experience in the conduct of Clinical Trials.
8. Advanced knowledge in the management of SAS medications and in the legislation associated with these products.
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 Selection Criteria

1. Recent and relevant postgraduate qualifications.
2. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy and therapeutics.
3. Active participation in the affairs of relevant professional associations.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Pharmacy Board of Australia must be provided prior to commencement.
- 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
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..... Dept. / Division Head Name Signature	or HE Number Date
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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 Last Updated on September 2018
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