



HSS Registered

Deputy Chief Pharmacist
Health Salaried Officers Agreement: HSO Level P4
Position Number: 104130
Pharmacy Department / Service 4
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Service 4 Co-Director
 HSO Level G14
 Position Number: 602505



Chief Pharmacist
 HSO Level P6
 Position Number 104127



This Position



Directly reporting to this position:

Title	Classification	FTE
• Supervising Pharmacist	HSO P3	3FTE

Also reporting to this supervisor:

- Deputy Chief Pharmacist; HSO P4
2 FTE
- Senior Technician; HSO G5 1 FTE
- Staff Development Pharmacist; HSO P3
0.7 FTE
- Administration Assistant; HSO G4
0.8FTE

Key Responsibilities
 Co-ordinates and directs the day-to-day activities within the Investigational Drugs, Inpatient and Outpatient dispensing functions of the Department, so as to contribute to optimum pharmaceutical care to every patient through effective, efficient and personalised pharmaceutical service to the highest ethical, legal and professional standards within the policies set by the Chief Pharmacist and the Hospital, and within the requirements of the Law.

Brief Summary of Duties (in order of importance)

1. MANAGEMENT

Co-ordinates and manages the operation of all functions in the dispensing areas so as to achieve the goals and performance standards set for the sections by:

- 1.1. organising, supervising, motivating, training and controlling all staff assigned to the section and ensuring that all work performed by non-qualified personnel is properly supervised and checked; and
- 1.2. Ensuring adequate training and credentialing of all staff rostered to the section.
- 1.3. Allocating the resources throughout the sections to achieve their most effective utilisation within the constraints of the budget and the sectional staff establishment.
- 1.4. Maintaining adequate security of the sections within established policy, to minimise risk of assault on staff and/or forced entry.

2. DISPENSING SERVICE

Controls and co-ordinates the operation of Dispensing Services to achieve consistent high-quality levels of patient care meeting by:

- 2.1. Providing pharmaceutical dispensing services to inpatients and outpatients to maximise their pharmaceutical care in accordance with the relevant National Safety and Quality Health Service Standards and the EQulP National program.
- 2.2. Ensuring that all medicines held in the dispensing services including investigational and special access drugs 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.
- 2.3. Providing appropriate medication counselling and timely drug information to patients and clinicians.
- 2.4. Ensuring risk management strategies are in place to minimise dispensing errors and medication incidents including documentation and review of identified issues.
- 2.5. Controls the acquisition, custody, issue and distribution of drugs of addiction within the Pharmacy Department on behalf of the Poisons Permit holder.
- 2.6. Ensuring adequate supplies of pharmaceuticals and routine consumables necessary for the service's efficient functioning and that appropriate stock control and security measures are in place in accordance with established procedures.
- 2.7. Designing and implementing quality assurance methods throughout all dispensing procedures, in compliance with the provisions of the AHPRA Guidelines for Dispensing of Medicines and professional practice standards.

3. GENERAL

- 3.1. Maintains a strong and active focus towards quality of service to the various clients of the Pharmacy, and towards best practice and contestable standards in all activities for which this position is responsible; and actively participates in continuous quality improvement initiatives.
- 3.2. Assists with the formulation of policies concerning drugs and hospital pharmacy practice and directs their implementation within the sections; and promotes the highest public relations with other sections of the department and Hospital.
- 3.3. Develops and participates in education programmes for pharmacists; assists in pharmacy graduate and undergraduate, nursing, medical and other training programmes; and develops and participates in drug utilisation review and evaluation, quality assurance, development and research work.
- 3.4. Directs continuous quality improvement and quality assurance programs for the Department including the development and collection of Key Performance Indicators and departmental statistics.
- 3.5. Assists the Chief Pharmacist in formulation of hospital and departmental policies and strategic planning. Control compliance with departmental and hospital policies.

4. EMHS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS

- 4.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3. 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.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. 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. Current and advanced hospital pharmacy experience in professional and administrative practice.
3. Intimate knowledge of the PBS and its application in public hospitals.
4. Demonstrable management, organisational, supervisory and leadership skills toward deriving effective teamwork from personnel.
5. Oral and written communication skills to effectively interact with all levels of hospital staff.
6. Commitment to optimum pharmaceutical care and professional practice
7. Commitment to continuing education, postgraduate study and peer review.
8. 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 relevant post graduate qualifications in hospital pharmacy and management.
2. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy and therapeutics.
3. Incisive understanding of trends in hospital pharmacy practice.
4. 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
David McKnight			HE05298	28/05/2018
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	Last Updated on	October 2018
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