



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	614041
Division:	Operations	Title:	Senior Regional Clinical Pharmacist
Branch:	Kalgoorlie Health Campus	Classification:	HSO Level P3
Section:	Pharmacy	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G11
	Position No:	607939

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601161 - Pharmacy Assistant x 2
613748 - Regional Clinical Pharmacist
614000 - Pharmacy Technician
614202 – Intern Pharmacist

Responsible To	Title:	Regional Chief Pharmacist
	Classification:	HSO Level P4
	Position No:	601163

This position	Title:	Senior Regional Clinical Pharmacist
	Classification:	HSO Level P3
	Position No:	614041

Positions under direct supervision:	← Other positions (indirectly) under control:
Position No. Title	Category Number
Nil	
	Total

Section 3 – KEY RESPONSIBILITIES

Plans, organises and delivers clinical pharmacy services to service points within the Goldfields region and key external agencies.

**WA Country Health Service –
 GOLDFIELDS**

18 March 2019

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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.	%
1.0	ADMINISTRATION AND MANAGEMENT		20
1.1	Participates in the management and coordination of pharmaceutical services within the Goldfields region including planning, coordination, visiting other facilities and evaluation of service in conjunction with the Chief Pharmacist.		
1.2	Participates in the formulation and implementation of all policies and procedures relating to pharmaceutical services for the Goldfields region.		
1.3	Responsible for compliance with legal requirements regulating the profession of pharmacy and the control and distribution of pharmaceutical products and the appropriate liaison with the governing authority administering those laws.		
1.4	Participates in the investigation of new developments in pharmacy that may benefit the patient and hospital service.		
1.5	Initiates and participates in Quality Improvement and research activities as required.		
1.6	Assists as a contact person for all pharmaceutical matters in the Goldfields region.		
2.0	CLINICAL		70
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 Goldfields region.		
2.2	Acts as a specialist clinical resource to Pharmacy and other staff within the Goldfields region.		
2.3	Undertakes daily reviews of all inpatient medication charts.		
2.4	Communicates patient medication profiles to the patient's medical officer.		
2.5	Develops, implements, monitors and participates in quality activities including the reporting of Adverse Drug Events (ADE).		
2.6	Responsible for the reconciliation of patient medications within 24 hours of admission, including an accurate medication history.		
2.7	Assists in the supervision of students in conjunction with the relevant university/organisation.		
2.8	Provides an outpatient dispensing service for eligible patients.		
2.9	Provides clinical pharmacy services to hospital inpatients and selected patient groups.		
2.10	Provides drug education for nursing, medical and allied health staff.		
2.11	Gives talks on pharmacy topics to outpatient groups.		
2.12	Promotes staff development programs and coordinates in-service training.		
2.13	Provides pharmacy services to other health service sites in the Goldfields region.		
3.0	OTHER		10
3.1	Attends meetings as required.		
3.2	Ensures OS&H principles are observed for pharmacy.		
3.3	Maintains and upgrades professional skills.		
3.4	Participates in other duties as directed by the Chief Pharmacist		
3.5	Undertake work at other sites within WACHS-Goldfields as rostered		
3.6	Acts as the Chief Pharmacist in their absence		
	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. Experience and skills in clinical service planning and development and staff supervision.
3. Comprehensive specialist knowledge and skills in clinical hospital pharmacy services including clinical pharmacy, drug distribution, dispensing, medication counselling, drug information and education.
4. Demonstrated well developed communication, liaison and interpersonal skills and ability to work effectively in a multidisciplinary team environment.
5. Demonstrated knowledge of relevant legislation regulating the profession of pharmacy.
6. Commitment to continuing professional and team development.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services, and Occupational Safety & Health and how these impact on employment, people management and service delivery.
8. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Relevant Post graduate qualifications.
2. Experience in clinical pharmacy research.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	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 • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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: ____/____/____
Operations 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

