



HSS Registered

Supervisor Pharmacist

Health Salaried Officers Agreement: HSO Level P3

Position Number: 105774

Department of Pharmacy

Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Pharmacist
Award Level: HSO Level P6
Position Number: 104127



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



This Position



Directly reporting to this position:

Title	Classification	FTE
Pharmacist	HSO P1	
Pharmacy Technician	HSO G3	
Pharmacy Assistant	HSO G2	

Also reporting to this supervisor:

- Supervisor Pharmacist (2 FTE): P3

Key Responsibilities

Supervises the day-to-day activities of the Inpatient Pharmacy 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, and within the requirements of the Law.

EMHS Vision and Values

Our Vision

Healthy people, amazing care.
Koorda moort, moorditj kwabadak.

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Management Duties

- 1.1 Supervises the day-to-day operation of the Inpatient Dispensary 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 practice 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 dispensary 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 area within established policy, to minimise risk of assault on staff and/or forced entry.
- 1.2 Dispenses prescriptions and liaises with hospital staff directed towards 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 receipt and distribution of Controlled Drugs including both the Main Store safe and secondary dispensary safe.
- 1.5 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 & Quality Health Service Standards and the EQulP National Program.
- 1.6 Provides appropriate and timely drug information.
- 1.7 Provides specialist support to clinical pharmacists to ensure complete management of the inpatient and their medications.
- 1.8 Implements and applies relevant policies concerning drugs and hospital pharmacy practice within the dispensary; 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; and promotes the highest public relations with other sections of the department and Hospital.
- 1.9 Accepts rostered and other duties, consistent with those of a supervisor, as required by the Deputy Chief Pharmacist – Dispensing Services or Chief Pharmacist.

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. Actively participates in the Peak Performance program.
- 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. Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 2.5. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6. Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Recent and relevant advanced hospital pharmacy experience.
3. Effective clinical pharmacy skills and demonstrated competence in current drug knowledge and its application to the clinical setting.
4. Demonstrable management, organisational, supervisory and leadership skills towards deriving effective teamwork from personnel.
5. Oral and written communication skills to effectively interact with all levels of hospital staff and patients.
6. Commitment to optimum patient care and professional practice.
7. Commitment to continuing professional development (CPD), 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. Completion of post graduate qualifications relevant to hospital pharmacy practice.
2. Working experience of the Pharmaceutical Benefits Scheme and its application in the community and hospital sectors.
3. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy and therapeutics.
4. Incisive understanding of trends in hospital pharmacy practice.
5. 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

HE50298

28/2/2019

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

April 2019