



HSS REGISTERED

Senior Pharmacist
Health Salaried Officers Agreement: Level P2
Position Number: 005832
Pharmacy Department
Armadale Hospital & Kalamunda District Community Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director Armadale
HSO Class 1
Position Number: 112613



Head of Pharmacy Department Armadale Kalamunda Group
HSO Level P4
Position Number: 005679



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
| • Nil | | |

← Also reporting to this supervisor:

- Senior Pharmacist P2
- Pharmacist P1
- Pharmacy Technician G3
- Pharmacy Assistant G2
- Pharmacy Intern G1/2

Key Responsibilities
 As part of a multidisciplinary team promotes safe, rational and cost-effective drug therapy by providing and coordinating clinical pharmacy services which include monitoring of the patient's total medication profile, providing drug information and undertaking teaching and research. Plans, implements and evaluates patient safety and quality of care. Practices as a Senior Pharmacist and ensures practice is in accordance to 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. Provides pharmaceutical services to patients and clients and other duties as nominated by the Head of Pharmacy Department, Armadale Kalamunda Group.

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. Specific Duties

- 1.1 Manages the day-to-day operation of the dispensary and drug distribution services within standing policies set by the Pharmacy Head of Department by:
 - Managing dispensary purchasing and distribution functions with maximum use of the State drug tender.
 - 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.
 - Ensuring that all drugs held in the dispensary are adequately controlled, and that they are prescribed to conform to legal and hospital requirements and that such prescribing is clearly understood by all personnel.
 - Maintaining adequate security to the area within established policy to minimise risk of assault on staff and/or forced entry.
- 1.2 Dispenses prescriptions for outpatients (including SAS and IPA drugs) and hospital discharges, and liaises with hospital staff to maximise the pharmaceutical care of the patient. Liaises with medical staff about individual prescriptions to resolve any apparent safety issues, including ambiguities, irregularities and potential interactions, and to ensure the prescription complies with the law.
- 1.3 Liaises with Medicare and iPharmacy support to ensure continual availability of the dispensing program.
- 1.4 Ensures that guidelines pertaining to PBS reform are met, as well as APAC Guidelines and Pharmaceutical Review Policy as released by the Department of Health.
- 1.5 Provides appropriate counselling and timely drug information.
- 1.6 Implements and applies relevant policies concerning drugs and hospital pharmacy practice within the dispensary; participates in continuing education programs for pharmacists and assists in pharmacy graduate and undergraduate training programs; participates in drug utilisation review and evaluation, quality assurance and promotes the highest public relations with other sections of the department and hospital.
- 1.7 Accepts other duties, consistent with those of a dispensary manager, as required by the Head of Department Pharmacy.
- 1.8 Acts as a Coordinator of the Clozapine Patient Management System.
- 1.9 Facilitates and participates in Quality Activities and Performance Management.
- 1.10 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.
- 1.11 Demonstrates a commitment to the provision of a continuing quality service at a personal service level.
- 1.12 Performs duties in accordance with the Code of Conduct, and program specific Policies and Procedures.
- 1.13 Participates in a continuous process to monitor, evaluate and develop performance.
- 1.14 Ensure all legislative and policy requirements are met during the process of handling Schedule 8 and Schedule 4 Restricted medicines; ensuring maximum security and transparency is maintained in accordance with CCC recommendations.

2. Clinical

- 2.1 Provides pharmaceutical services to patients and clients at an advanced level of practice.
- 2.2 Monitors the patient's total drug regimen to promote safe, rational and cost effective therapy, showing due regard for the problems of drug disposition, pathology test results, drug assays, interactions, adverse reactions, interference with laboratory tests, toxicity, dosage, formulation, compliance in administration and costs.
- 2.3 Undertakes clinical shifts at the direction of the Pharmacy Head of Department.

- 2.4 Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 2.5 Initiates, implements and participates in quality improvement and research activities in consultation with the Pharmacy Head of Department to systematically evaluate service delivery and meet customer needs.
- 2.6 Ensures that the provision of Pharmacy services is in accordance with relevant practice standards and conforms with legal and hospital requirements e.g. PBS Reform, APAC Guidelines and the Pharmaceutical Review Policy.
- 2.7 In liaison with the Pharmacy Head of Department, controls the correct supply, handling, storage and administration of drugs in clinical areas by;
 - a) Supervising support staff in the drug distribution process at ward level.
 - b) Advising nursing staff on the proper handling, security and administration of drugs.
- 2.8 Supervises/undertakes the preparation of dispensed and manufactured items, including intravenous admixtures, cytotoxic drugs and parenteral nutrition.
- 2.9 Undertakes appropriate counselling of patients on the correct use of their medication.
- 2.10 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.11 Completes clinical documentation and undertakes administrative tasks as required.
- 2.12 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.13 Participates in ongoing evaluation of clinical practice.

3. Education/Training/Research

- 3.1 Engages in continuing professional development/education and ensures continuous registration by the Pharmacy Board of Australia as per essential criterion 1.
- 3.2 Coordinates and/or provides professional support, clinical orientation and direction to Pharmacy staff as directed.
- 3.3 Coordinates and/or provides supervision and development of interns, students and others as directed by senior staff.
- 3.4 Develops and participates in evidence based clinical research activities where applicable.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance 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 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.

5. Undertakes other duties as directed.

- 6. Undertakes the above duties across any Armadale Kalamunda Group sites** (Armadale Hospital, Kalamunda Hospital and any associated clinics)

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 hospital pharmacy dispensary management experience, with good knowledge of stock control, purchasing and drug distribution functions in a hospital setting, including the provisions of the Special Access Scheme, and working experience of the Pharmaceutical Benefits Scheme (PBS).
3. Demonstrated extensive and relevant clinical Pharmacy experience and skills in a hospital setting, with advanced drug knowledge.
4. Demonstrated ability to plan, develop, coordinate, implement and evaluate Pharmacy services including application of quality improvement principles and practices.
5. Demonstrated high level time management and organisational skills when planning, providing and monitoring Pharmacy services.
6. Demonstrated high level interpersonal, written and verbal communication skills.
7. Demonstrated ability to work effectively in a multidisciplinary team setting.

Desirable Selection Criteria

1. Current "C" or "C.A." class drivers licence.
2. An understanding of trends in hospital pharmacy practice.
3. Post graduate qualifications or a commitment to continuing education and peer review.
4. Active participation in the affairs of relevant professional associations.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

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.

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|---|--------------|-----------------|----------|
| Manager / Supervisor Name | Signature or | HE Number | Date |
| Dept. / Division Head Name | Signature or | HE Number | Date |
| Occupant Name | Signature or | HE Number | Date |
| Effective Date | | | |
| HSS Registration Details (to be completed by HSS) | | | |
| Created on | | Last Updated on | May 2019 |

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.