HSS REGISTERED

Deputy Chief Pharmacist

Health Salaried Officers Agreement: P-4
Position Number: 000802
Pharmacy Department / Medical Services
Sir Charles Gairdner Hospital / North Metropolitan Health Service

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Reporting Relationships

Head of Department - Pharmacy
HSO P-6
Position Number: 000801

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This Position

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Directly reporting to this position:			Other positions under control
Title	**Classification**	**FTE**	
Senior Pharmacist I/C	P-3	4	
Stores Officer	G-5	1	
Senior Technician	G-5	1	

Prime Function / Key Responsibilities

Oversees and develops the day-to-day activities of the Department so as to contribute to optimum patient care by providing to every patient, effective, efficient and quality pharmaceutical service of the highest ethical and professional standards within the policies set by the Head of Department and the hospital.

Brief Summary of Duties (in order of importance)

1. Oversee and develop the operation of the clinical pharmacy, dispensing (including sterile, cytotoxic and non-sterile), and aseptic services through Senior Pharmacists.

2. Supervise and develop departmental drug purchase, inventory control and distribution services.

3. Organise, allocate and control staff duties, rostering and orientation. Authorise fortnightly pays and leave. Appoint relief staff in conjunction with Human Resources Department.

4. Assist Head of Department in formulation of hospital and departmental policies, staff selection, appraisal, performance development forward planning and equipment selection.

5. Ensure that department complies with PBS Reform requirements and that reimbursement claims are lodged in a timely manner.

6. Implement and departmental and hospital policies.

7. Design, implement and manage quality assurance programs to protect patients from negligence and malpractice within the hospital and to ensure optimum patient care with respect to drug use.

8. Ensure compliance with statutory and hospital requirements for security of drugs of addiction, scheduled and non-scheduled drugs in the hospital. Responsible for day-to-day security of the department.

9. Co-operate with Head of Department to initiate, plan, co-ordinate and supervise research and quality improvement programs.

10. Supervise and co-ordinate clinical trials on new and investigational drugs, including Special Access Scheme and Medication Access Programs.

11. Co-ordinate educational programs for department, medical, nursing and professional staff at hospital and university level.

12. Supervise and co-ordinate training of pharmacists and technical staff.

13. Represent department on hospital committees as directed by Head of Department.

14. **NMHS Governance, Safety and Quality Requirements**
14.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
14.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
14.3 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.
14.4 Completes mandatory training (including safety and quality training) as relevant to role.
14.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
14.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

15. **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. Demonstrated extensive hospital pharmacy experience including experience at senior management level relevant to the efficient operation of the Department of Pharmacy.

3. Demonstrated oral and written communication skills to effectively interact with all levels of hospital staff and patients in a team environment.

4. Demonstrated administrative management and leadership skills.

5. Demonstrated experience with research programs including ongoing drug utilisation studies, drug trials/evaluation, quality improvement and quality assurance.

6. Demonstrated skills in the strategic planning of future pharmacy services.

7. 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 evidence of progress toward relevant postgraduate qualifications in pharmacy management or other relevant area.

2. Knowledge of computer systems relevant to hospital pharmacy including electronic medicines management and other future trends.

3. Commitment to undertake research and to represent the Department at relevant scientific meetings.

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	**Dept./Division Head**	**Position Occupant**
Name: Gillian Babe	Name: Gillian Babe	Name:
Signature/HE: he46690	Signature: he46690	Signature:
Date: 22/08/2019	Date: 22/08/2019	Date:

Last Update on: August 2019

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