



HSS Registered

Senior Pharmacist

Health Salaried Officers Agreement: HSO P2

Position Number: 6660, 6661, 5688, 5689, 6172, 7215, 11823, 11828

Pharmacy Department

King Edward Memorial Hospital

Reporting Relationships

Title: Chief Pharmacist
 Award Level: HSO P5
 Position Number: 00006657



Title: Supervisor Pharmacist
 Award Level: HSO P3
 Position Number: 00006656, 00011826



This Position



Also reporting to these supervisors:

Title	Classification	FTE
Senior Pharmacist	HSO P2	6.2
Senior Technician	HSO G4	1
Purchasing Officer	HSO G5	1

Directly reporting to this position:

Title	Classification	FTE
Pharmacist	HSO P1	2
Technician	HSO G3	5
Intern Pharmacist	HSO G2	2

Other positions under control

Prime Function / Key Responsibilities

Contributes to optimum patient care by undertaking duties as a Pharmacist, within the framework of services provided by the Department of Pharmacy including services to patients, clinician liaison, medicine information, teaching, research and supervision of support staff.

Ensures that all activities are conducted according to the highest principles and ethics of the profession and requirements of the law.

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Brief Summary of Duties

1. Oversees the day to day activities of the allocated service, including the supervision and education of students and support staff rostered to the area, to provide an efficient service.
2. Ensures that prescribing of all medication conforms to legal and hospital requirements
3. Counsels patients on aspects of their drug use when appropriate, with the objective of maximising patient compliance.
4. Supervises the correct supply, handling, storage and distribution of drugs to the wards by
 - 4.1 Supervising support staff in the issue of all drugs, their distribution to and storage in all wards.
 - 4.2 Supervising the proper stock holding of drugs in the wards and controlling the withdrawal of unused, outdated and unnecessary drugs.
 - 4.3 Advising clinical staff on the proper handling, security and administration of drugs, including provision of written information, protocols and guidelines on drug administration
5. Monitors patient total medication profiles to promote medication safety and utilisation commensurate with best patient care.
6. Participates and supervises in the preparation of dispensed and compounded items, including intravenous admixtures and parenteral nutrition, in accordance with department policies and procedures.
7. Participates in the provision of Obstetric Medicine Information Services.
8. Liaises with medical, nursing and other health professionals, and the public, to provide information on drugs, promote rational drug therapy and medication safety.
9. Participates in ward/clinical rounds and meetings.
10. Maintains departmental records, documentations and reports on Key Performance Indicators.
11. Develops and Participates in the conduct of clinical trials and drug evaluation programs and the control of investigational drugs at patient level.
12. Develops and Participates in education programs for pharmacists; pharmacy interns and undergraduate students, nursing, medical and other training programs.
13. Develops and Participates in drug utilisation reviews, quality assurance and development or research work as required.
14. Accepts rostered duties as required including the on-call pharmacy service.
15. Accepts any other duties, required by the Chief Pharmacist, consistent with those of a pharmacist.
16. Promotes awareness of and ensure compliance with clinical and/or corporate governance requirements.
17. Promotes awareness of and ensure compliance with legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health

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1. NMHS Governance, Safety and Quality Requirements

- 1.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 1.2 Participates in an annual performance development review.
- 1.3 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. (include for positions with supervisor/management responsibility or quality leadership roles - delete if not applicable)
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

2. Undertakes other duties as directed, which may include;

- 2.1 Aligns operational activities to the organisation's objectives.
- 2.2 Manages the team to ensure safe delivery of health services in line with agreed ABF/ABM parameters, and ensures variations are appropriately managed.
- 2.3 Guides, coaches and develops staff through clear performance standards, delivering constructive, feedback and dealing promptly with unsatisfactory performance.
- 2.4 Achieves results through identifying opportunities for continuous improvement, maintaining awareness of best practice, and a personal commitment to quality outcomes
- 2.5 Builds productive relationships through cooperation and partnerships and to achieve an outcome that delivers benefits for both parties
- 2.6 Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty
- 2.7 Ensures clinical documentation and information is correctly collected in the required information systems.

Work Related Requirements

Essential Selection Criteria

1. Tertiary Qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Demonstrated current, extensive & relevant clinical hospital pharmacy skills and experience including application of drug knowledge and therapeutics to optimal patient care.
3. Ability to oversee the day to day activities of the allocated service, including the supervision and education of technicians and students.
4. Working experience of the Pharmaceutical Benefits Scheme and its application to the community and hospital sectors.
5. Demonstrated high level written and verbal communication, interpersonal skills and the ability to work effectively in a multidisciplinary team environment.
6. Working experience and knowledge in the compounding and delivery of aseptic pharmacy services.
7. Knowledge and skills in computing systems including those relevant to hospital pharmacy and therapeutics.

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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 or progress towards relevant post-graduate qualifications relevant to pharmacy and active participation in the affairs of relevant professional organisations.
2. A verifiable record of pharmaceutical research and innovation and publications in the medical, pharmaceutical and scientific literature and an understanding of the trends in hospital pharmacy practice.

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: Nabeelah Mukadam
Signature/HE: HE37468
Date: 20/04/2020

Dept./Division Head

Name: Michael Petrovski
Signature/HE: HE32615
Date: 20/04/2020

Position Occupant

Name:
Signature/HE:
Date: