



HSS REGISTERED

Pharmacist

Health Salaried Officers Agreement: P-1

Position Number: 00011824, 00011829

Pharmacy Department

King Edward Memorial Hospital

Reporting Relationships

Title: Supervisor Pharmacist
 Award Level: HSO P-3
 Position Number: 00006656, 00011826



Title: Senior Pharmacist
 Award Level: HSO P-2
 Position Number: 00005688, 00006660, 00006172,
 00007215, 00011823, 00011828



This Position



← Also reporting to this supervisor:

Directly reporting to this position:

Title	Classification	FTE
Technician	HSO G-3	5
Intern Pharmacist	HSO G-2	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 dispensing, compounding, patient counselling, drug information services and supervision of support staff. Ensures that all activities are conducted according to the principles and ethics of the profession and requirements of the law.

Brief Summary of Duties

1. Dispensary

- 1.1 Provides Pharmacy services to patients within the Department/Unit including dispensing of prescriptions showing due regard for the problems of drug disposition, interactions, adverse reactions, toxicity, dosage, formulation, patient compliance and cost.
- 1.2 Ensures that prescribing for all medications dispensed and issued conforms to legal and Hospital requirements.
- 1.3 Undertakes appropriate counselling of patients on the correct use of their medication with the objective of optimising patient care.
- 1.4 Participates in the preparation of dispensed and manufactured items, including intravenous admixtures and parenteral nutrition, in accordance with department policies and procedures.
- 1.5 Participates in the provision of drug information.
- 1.6 Assists with the ordering, receipt, stock control, issue and dispensing of drugs acquired under the Special Access Scheme and clinical trials.
- 1.7 Undertakes rostered shifts and rotations in the Department/Unit at the direction of the Chief Pharmacist/Senior Pharmacist including participation on the on-call/after-hours / weekend roster if required.
- 1.8 Communicates with patient/carer in post discharge pharmaceutical management.
- 1.9 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. Coordination

- 2.1 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.2 Participates in ongoing evaluation of clinical practice.
- 2.3 Maintains departmental records, documentations and reports on Key Performance Indicators.
- 2.4 Assists in the conduct of clinical trials and drug evaluation programmes and the issuing of investigational drugs at patient level.
- 2.5 Participates in drug utilisation review, quality assurance and research work as required.

3. HR

- 3.1 Assists with the training, supervision and motivation of support staff.
- 3.2 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.3 Participates in educational programmes for pharmacists, medical staff, nurses and other health professionals.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 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 Government, WA Health, North Metropolitan Health Service, WNHS and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed and may include;

- 5.1 Aligns operational activities to the organisation's objectives.
- 5.2 Manages the team to ensure safe delivery of health services in line with agreed ABF/ABM parameters, and ensures variations are appropriately managed.
- 5.3 Guides, coaches and develops staff through clear performance standards, delivering constructive, feedback and dealing promptly with unsatisfactory performance.
- 5.4 Achieves results through identifying opportunities for continuous improvement, maintaining awareness of best practice, and a personal commitment to quality outcomes
- 5.5 Builds productive relationships through cooperation and partnerships and to achieve an outcome that delivers benefits for both parties Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty
- 5.6 Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty
- 5.7 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. Competence in drug knowledge and therapeutics and its application to optimal patient care and professional practice.
3. Demonstrated oral, written and telephone communication skills to effectively interact with all levels of hospital staff, enquirers and patients.
4. Demonstrated ability to function as a team member and to accommodate rostered duties.
5. Knowledge and skills in computing systems including those relevant to hospital pharmacy and therapeutics.
6. 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. Recent hospital pharmacy experience.
2. Working experience of the Pharmaceutical benefits scheme and its application to the community and hospital sectors.
3. 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.
4. Demonstrated competence in the manufacture and delivery of aseptic pharmacy services.
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: Michael Petrovski
Signature/HE: HE32615
Date:

Dept./Division Head

Name: Patrick Yapp
Signature/HE: HE03236
Date:

Position Occupant

Name:
Signature/HE:
Date:

Created on:

Last updated on: 28 September 2018

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