



North Metropolitan Health Service
Job Description Form

HSS registered September 2017

Senior Pharmacist

Health Salaried Officers Agreement: Level P-2

Position Number: 000804

Pharmacy Department / Medical Services

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

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



Deputy Chief Pharmacist
 HSO Level P-4
 Position Number: 000802



This Position



← Also reporting to this supervisor:

- Senior Pharmacist I/C P3 4
- Stores Officer G5 1
- Senior Technician G5 1

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / 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 NMHS policies and guidelines.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 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.
- 1.2 Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.3 In liaison with the Deputy Chief Pharmacist / Senior Pharmacist (P3), 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.
- 1.4 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.5 Undertakes appropriate counselling of patients on the correct use of their medication.
- 1.6 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.
- 1.7 Assists in the conduct of clinical trials and the control of investigational drugs at inpatient level.
- 1.8 Develops and participates in education programs for pharmacists; assists in pharmacy graduate and undergraduate, nursing, medical and other training programs.
- 1.9 Initiates, implements and participates in quality improvement and research activities in consultation with the Deputy Chief Pharmacist / Senior Pharmacist (P3) to systematically evaluate service delivery and meet customer needs.
- 1.10 Supervises / undertakes the preparation of dispensed and manufactured items, including intravenous admixtures, cytotoxic drugs and parenteral nutrition.
- 1.11 Undertakes rostered shifts and rotations in the Departments / Units across SCGHOPG sites at the direction of the Head of Department - Pharmacy / Deputy Chief Pharmacist including participation on the on-call / afterhours / weekend roster if required
- 1.12 Accepts any other duties required by the Head of Department – Pharmacy or Deputy Chief Pharmacist, consistent with those of a Pharmacist.

2. Education / Training / Research

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

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. 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 current clinical hospital Pharmacy experience and skills relevant to an acute care hospital and advanced knowledge of relevant legislation in the hospital setting.
3. Competence in drug knowledge and therapeutics and its application to optimal patient care and professional practice.
4. High level oral and written communication skills and the ability to work collaboratively within a multidisciplinary team and effectively interact with patients.
5. High level organisational skills to achieve effective delivery of clinical pharmacy services.
6. Ability to accommodate rostered overtime duties including on-call.

Desirable Selection Criteria

1. Completion or progress towards a relevant postgraduate qualification in a relevant clinical area.
2. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy and therapeutics.
3. Working experience of PBS and its application in a hospital pharmacy
4. A verifiable record of pharmaceutical research and innovation and publications in the medical, pharmaceutical and scientific literature and understanding of the trends in hospital pharmacy practice.
5. Active participation in the affairs of relevant professional associations.
6. Experience in teaching and training pharmacy staff, students and other health professionals including the ability to supervise staff and provide leadership for medication management.
7. Current knowledge and commitment to Equal Opportunity in all aspects of 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.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: