



HSS REGISTERED

## **Supervisor Pharmacist (Inpatient Pharmacy)**

**Health Salaried Officers Agreement: P-3**

**Position Number: 00004669**

**Pharmacy Department / Specialty and Ambulatory Care Services**

**Sir Charles Gairdner Hospital / NMHS**

### **Reporting Relationships**

Head of Department – Pharmacy  
Award Level: HSO P-6  
Position Number: 00000801



Deputy Chief Pharmacist  
Award Level: HSO P-4  
Position Number: 00000802



**This Position**



Also reporting to this supervisor:

- Senior Pharmacist
- Stores Officer
- Senior Technician

Directly reporting to this position:

<b>Title</b>	<b>Classification</b>	<b>FTE</b>
Pharmacist	P-1	3.0
Senior Pharmacy Technician	G-4	1.0
Pharmacy Technician	G-3	2.0
Distribution Assistant	G-2	1.0
Pharmacy Assistant	G-2	1.0

Other positions under control

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### **Prime Function / Key Responsibilities**

Co-ordinate the Inpatient Pharmacy service to contribute to optimum patient care by providing an efficient and effective operation which meets the relevant ethical, legal and professional standards.

### **Brief Summary of Duties (in order of importance)**

1. Co-ordinate the day-to-day operations of the Inpatient Pharmacy (and inpatient satellite services), including appropriate utilisation of human and material resources to ensure an efficient and effective supply service to inpatients.
2. Ensures that all medicines held in the Inpatient Pharmacy (and inpatient satellite services) are adequately controlled, prescribed in accordance with legislative, regulatory and procedural controls and that such prescribing is safe and clearly understood by all personnel involved in medicines management.
3. Participate in the dispensing service and other pharmacy services as required so as to promote optimum efficiency in minimising patient waiting times without compromise to practice standards.
4. Promote and lead innovative quality improvement programs to deliver evidence-based and well-governed pharmacy services.
5. Undertake orientation, training and ongoing evaluation of staff assigned Inpatient Pharmacy
6. Contribute to continuing education programmes for hospital staff
7. Advise the Head of Department and Deputy Chief Pharmacist on issues relating to the dispensing service.
8. Liaise with other Pharmacy staff to ensure optimum delivery of pharmaceutical services.
9. Undertake professional development, continuing education and research activities to ensure currency of knowledge and practice.
10. Ensures that the provision of Pharmacy Services is in accordance with relevant practice standards and conforms with current legal and hospital requirements e.g. PBS Reform, APAC Guidelines and the Pharmaceutical Review Policy.
11. In conjunction with the Head of Department and Deputy Chief Pharmacist, develop and implement operational plans which align with the strategic goals of the pharmacy service.
12. Undertakes other duties as directed.

### **NMHS Governance, Safety and Quality Requirements**

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

### Work Related Requirements

#### Essential Selection Criteria

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Extensive experience in hospital pharmacy.
3. Experience in teaching and training pharmacy staff, students and other health professionals.
4. Effective verbal and written communication skills to interact with all levels of hospital staff, enquirers and patients.
5. Demonstrable management, organisational, supervisory and leadership skills towards deriving effective teamwork from personnel.
6. Competence in current drug knowledge and its contribution to optimal patient care.
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 significant progress towards post graduate qualifications relevant to pharmacy.
2. Extensive working experience of the Pharmaceutical Benefits Scheme and its application in 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. 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.
- Provision of the minimum identity proofing requirements.
- 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: