



**HSS Registered**

## Pharmacist

**Health Salaried Officers Agreement; HSO Level P1**

**Position Number: 113715**

**Pharmacy / Service 2**

**Fiona Stanley Fremantle Hospital Group /South Metropolitan Health Service**

Chief Pharmacist  
 HSO Level P6  
 Position Number: 1133862



Deputy Chief Pharmacist  
 HSO Level P4  
 Position Number: 114150



**This Position**



Reporting to this position:

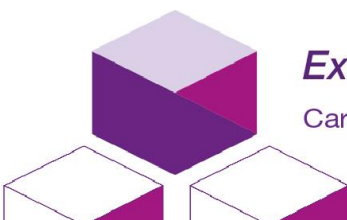
Title	Classification	<u>FTE</u>

Also reporting to this supervisor:

- Supervisor Pharmacist P3  
5.0FTE
- Senior Pharmacist P2 2.0 FTE
- Stores Officer G5 1.0 FTE
- Senior Pharmacy Technician  
G4 3.0 FTE
- Intern Pharmacist G2 4.0FTE
- Pharmacy Technician G3 24.0  
FTE
- Pharmacy Trainee Technician  
G2 2.0 FTE

### Key Responsibilities

As part of a multidisciplinary team contributes to optimum patient care by undertaking duties as a Pharmacist including dispensing, patient counselling, manufacturing, providing drug information and supervision of support staff. Facilitates and promotes patient safety and quality of care and works in collaboration with colleagues. Practices as a Pharmacist as per 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 SMHS policies and guidelines.



***Excellent health care, every time***

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Clinical

- 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. Undertakes clinical shifts at the direction of the Chief Pharmacist/Deputy Chief Pharmacist including participation in the on-call/after hours/weekend roster as required.
- 1.3. Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.4. Ensures that prescribing for all medications dispensed and issued conforms to legal and Hospital requirements.
- 1.5. Undertakes appropriate counselling of patients on the correct use of their medication with the objective of maximising patient compliance.
- 1.6. Assists in the preparation of dispensed and manufactured items, including intravenous admixtures, cytotoxic drugs and parenteral nutrition, in accordance with department policies and procedures.
- 1.7. Assists with the ordering, receipt, stock control, issue and dispensing of drugs acquired under the Special Access Scheme and clinical trials.
- 1.8. Completes clinical documentation and undertakes administrative tasks as required.
- 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.
- 1.10. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.11. Participates in ongoing evaluation of clinical practice.
- 1.12. Assists with the clinical management of inpatients under the supervision of a clinical Pharmacist.

### 2. Education/Training/Research

- 2.1. Engages in continuing professional development/education and ensures continuous registration by the Pharmacy Board of Australia as per essential criterion 1.
- 2.2. Participates in supervision, professional development and clinical consultation activities with the supervising Senior Pharmacist.
- 2.3. Assists with 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. SMHS 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, South 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 competence in current drug use and relevant legislative knowledge and its application in providing optimal patient care and professional practice.
3. Demonstrated ability in applying time management and organisational skills when providing Pharmacy services within a designated caseload.
4. Demonstrated effective interpersonal, written and verbal communication skills.
5. Demonstrated ability to work effectively in multidisciplinary team setting.

### Desirable Selection Criteria

1. Recent Hospital Pharmacy experience including knowledge and skills in computing systems and applications relevant to hospital pharmacy and therapeutics.
2. Knowledge of quality improvement principles.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Working experience of the Pharmaceutical Benefits Scheme and its application to community and Hospital Sectors
5. 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.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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      or      HE Number      Date**

.....  
**Dept. / Division Head Name      Signature      or      HE Number      Date**

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

.....  
**Occupant Name      Signature      or      HE Number      Date**  
**Effective Date** .....

**HSS Registration Details** (to be completed by HSS)

**Created on**      Insert date      **Last Updated on**      October 2021