



07 February 2022

REGISTERED

JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

Division:	Kimberley	Position No:	614423
Branch:	Kununurra, Wyndham & Halls Creek Health Service	Title:	Senior Regional Clinical Pharmacist
Section:	Pharmacy Services	Classification:	HSO Level P3
		Award/Agreement:	Health Salaried Officers Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title: Director Medical Services Classification: DMS Year 1-5 Position No: 200999
Responsible to	Title: Regional Chief Pharmacist Classification: HSO Level P4 Position No: 200633
This position	Title: Senior Regional Clinical Pharmacist Classification: HSO Level P3 Position No: 614423

Other positions reporting directly to this position:

Title
Pharmacy Technician - Multiple
Pharmacy Assistant - Multiple
Regional Clinical Pharmacist
Senior Regional Clinical Pharmacist - Multiple

Positions under direct supervision:	◀ Other positions under control:
Position No Title	Category Number

Section 3 - KEY RESPONSIBILITIES

Plans, organises and delivers clinical pharmacy services to service points within the Kimberley region and key external agencies.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	ADMINISTRATIVE AND MANAGEMENT 1.1 Participates in the management and coordination of pharmaceutical services within the region, including planning, coordination, visiting and evaluation of services, in conjunction with the Regional Chief Pharmacist and Chief Pharmacist. 1.2 Participates in the formulation and implementation of all policies and procedures relating to pharmaceutical services for the region. 1.3 Responsible for compliance with legal requirements regulating the profession of pharmacy and the control and distribution of pharmaceutical products, and the appropriate liaison with the governing authority administering those laws. 1.4 Promote and lead a culture of research, quality improvement and innovation to drive reforms in pharmacy services which deliver better health outcomes for patients and which ensure compliance with the National Safety and Quality Health Service Standards. 1.5 Develops, implements, monitors and participates in drug utilisation evaluation, quality assurance and improvement activities and research activities relevant to pharmacy services as required and in collaboration with the Regional Chief Pharmacist and Chief Pharmacist. 1.6 Assists as a contact person for all medicines management matters in the region. 1.7 Assists in the supervision and training of pharmacy staff, students graduates and undergraduates and is responsible for the training of staff internal and external to pharmacy.		10
2	CLINICAL 2.1 Provides clinical pharmacy services at an advanced practice level to patients within the region. 2.2 Responsible for facilitating completion of the medication history and reconciliation process for all high-risk patients. 2.3 Participates in ward/clinic medication rounds providing professional pharmacy advice to medical, nursing and allied health staff regarding the patients' medication profile. 2.4 Provides medication counselling and drug information to patients, including assisting medical staff in the provision of a medication summary where available and the transition of the patient to the community setting. 2.5 Ensures prescribing of all medications conforms to legal and professional requirements. 2.6 Acts as a specialist clinical resource to pharmacy and other staff within the region. 2.7 Controls the correct supply, handling, storage, and administration of drugs in clinical areas by advising nursing staff on the proper handling, security and administration of drugs and supporting the Pharmacy in the evaluation of ward imprest lists. 2.8 Dispenses prescriptions showing due regard for the problems of drug disposition, interactions, adverse reactions, toxicity, dosage, formulation, patient compliance and cost. 2.9 Assists with the ordering, receipt, stock control, issue and dispensing of drugs as per Hospital requirements. 2.10 Completes daily review of all admitted patients including clinical documentation and undertakes administrative tasks as required. 2.11 Promotes staff development programs and coordinates in-service training.		80
3	OTHER 3.1 Maintains and upgrades professional skills. 3.2 Attends meetings as required. 3.3 Other duties as directed by line manager or their delegate.		10
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.			

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
- 2 Experience and skills in clinical service planning and development and staff supervision.
- 3 Comprehensive specialist knowledge and skills in clinical hospital pharmacy services including clinical pharmacy, drug distribution, dispensing, medication counselling, drug information and education.
- 4 Demonstrated well developed communication, liaison and interpersonal skills and ability to work effectively in a multidisciplinary team environment.
- 5 Demonstrated knowledge of relevant legislation regulating the profession of pharmacy.
- 6 Commitment to continuing professional and team development.
- 7 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.

DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Relevant Post Graduate qualifications.
- 3 Experience in clinical pharmacy research.

Section 6 - APPOINTMENT FACTORS

Location	Kununurra	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	<p>Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy.</p> <p>Appointment is subject to:</p> <ul style="list-style-type: none"> • 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 Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays 		
Specialised equipment operated			

Section 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____

Signature and Date: ____/____/____

**Regional Director Medical Services
WACHS Kimberley**

**Regional Director
WACHS Kimberley**

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

Name	Signature	Date Appointed	Date Signed

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