



HSS Registered

**Supervisor Pharmacist**  
**Health Salaried Officers Agreement Level P3**  
**Position Number: SM116574**  
**Stores / Pharmacy Department / Service 2**  
**South Metropolitan Health Service**

## Reporting Relationships

Chief Pharmacist  
HSO P6  
Position Number: SM113719



Deputy Chief Pharmacist (Operations)  
HSO P4  
Position Number: SM114150



**This Position**



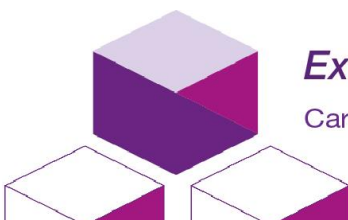
Directly reporting to this position

Title	Classification	FTE
Senior Pharmacy Technician	HSO P4	1
Pharmacy Technicians	HSO P3	6
Pharmacy Trainee Technician	HSO P2	1



Also reporting to this supervisor:

- Supervisor Pharmacist (Compounding) HSO P3
- Supervisor Pharmacist (Investigational Drugs) HSO P3
- Supervisor Pharmacist (Dispensing) HSO P3
- Senior Pharmacist (Electronic Medicines Management) HSO P3



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

### **Key Responsibilities**

Provides expert knowledge and oversight in respect of Formulary management, procurement, and the supply of drugs to clinical areas throughout the hospital. Oversees and implements inventory safety systems to minimise errors, manage drug recalls and shortages. Coordinates and implements cost saving initiatives in collaboration with senior pharmacy management, stakeholder clinicians and service Business Managers. Promotes safe, rational, and cost-effective drug therapy by providing specialised analysis and reporting of expenditure and PBS reimbursements in partnership with senior pharmacists, the Drug and Therapeutics Committee, and Service business managers. Demonstrates positive leadership and management of the stores, imprest and purchasing staff and is proactive in the implementation of continuous improvement projects and undertaking teaching and research. Ensures that all activities are conducted according to the highest possible principles and ethics of the profession and requirements of the Law.

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



SMHS is committed to driving opportunities to reduce its environmental footprint and promote environmentally sustainable work practices. As a health care provider, we believe it is our responsibility to reduce our emissions for the health and wellbeing of our community. It is also our responsibility to use resources wisely for the health of the planet.



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

### 1. Leadership

- 1.1 Work in partnership with senior nursing, medical, and pharmacy staff to deliver a safe, evidence-based, technologically advanced, and well-governed medicines management service.
- 1.2 Makes independent decisions in respect of specialized areas of pharmacy professional practice.
- 1.3 Is the expert resource for all pharmacists and other professional staff in respect of the formulary, procurement, supply and governance of pharmaceuticals and pharmacy services.
- 1.4 Provide professional leadership to the pharmacy workforce to ensure the provision of professional and quality pharmacy services. Facilitates the professional development of all staff under direct supervision.
- 1.5 Develops and delivers educational programs provided by the Pharmacy department, for medical, nursing, and pharmacy students and staff on matters relating to medicines policy and systems.
- 1.6 Promote the benefits, development and implementation of electronic medicines management systems as a long-term strategy towards safer, more efficient and well governed health care.

### 2. Operational Management

- 2.1 Is responsible for the planning and delivery of Formulary management, procurement, and supply services throughout FSH.
- 2.2 Oversees the performance and quality of services provided by pharmacy staff rostered to stores, imprest and purchasing functions and ensures that appropriate rostering and service cover is in place for those services.
- 2.3 Provides specialist/expert support to clinical pharmacy service personnel on Formulary matters, tender, drug use, drug recalls and shortage management.
- 2.4 Ensure that all medicines are procured, stored, supplied and accounted for according to State Supply legislation, Health Finance Group policy, the Medicines and Poisons Act and Regulations, and other legislative, regulatory, and procedural controls as applicable.
- 2.5 Supports and optimises the use of electronic medicine management systems to deliver a safe, quality, and efficient inventory management service.
- 2.6 Oversees the management of supplier relationships and service performance.
- 2.7 Participate in policy development at hospital, area and state level for matters concerning pharmacy services or medicines management.
- 2.8 Participates in the recruitment and selection of pharmacy staff.
- 2.9 Undertakes rostered shifts and rotations in the Department/Unit at the direction of the Chief Pharmacist/Deputy Chief Pharmacist including participation on the on-call/after-hours / weekend / roster if required.

### 3. Research, Quality, and Innovation

- 3.1 Promote and lead a culture of research, quality improvement and innovation to drive reforms in medicines management and pharmacy services. which deliver better health outcomes for, and which ensure compliance with the National Safety and Quality Health Service Standards.

### 4. Communication and Consultation

- 4.1 Actively participate in and contribute to relevant Hospital activities, including relevant Hospital, SMHS and State committees and represent the Hospital positively and effectively through participation in community and professional bodies.

4.2 Participate in forums and discussions related to the strategic and operational planning for the hospital pharmacy Services.

### **5. SMHS Governance, Safety and Quality Requirements**

- 5.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 5.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.4 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.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act, and the Equal Opportunity Act.

### **6. Undertake other duties as directed**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Tertiary qualification in Pharmacy and eligible for registration by the Pharmacy Board of Australia.
2. Substantial hospital pharmacy experience and specialist level professional knowledge and skills in contemporary pharmacy practice specialising in supply chain and Formulary management.
3. Demonstrated ability to effectively lead, plan and coordinate Pharmacy staff and services including application of quality improvement principles and practices.
4. Demonstrated high level communication, consultation, and negotiation skills.
5. Advanced competence in drug knowledge and therapeutics and its application to policy development to achieve optimal patient care and professional practice.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Possession of or considerable progress towards post graduate qualifications relevant to pharmacy.
2. Working experience of Pharmaceutical Benefits Scheme and its application in the community and hospital sectors.
3. Experience in teaching and training, and knowledge and skills in computing systems and pharmacy automation devices, especially those relevant to hospital pharmacy and therapeutics.
4. 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 and active participation in professional associations.

### 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.