

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Pharmacist – Pharmacy Informatics
<b>Award Classification:</b>	Pharmacist Grade 2
<b>Award / Agreement Name:</b>	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Senior Pharmacist – Pharmacy Information Officer --> Associate Program Director Pharmacy Operations & Maroondah Hospital, Yarra Ranges Health, Healesville

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

The purpose of this role is to provide ongoing management of the electronic Medicines Management Systems at Eastern Health Pharmacy. This role will provide support to the EH Senior Pharmacist- Pharmacy Informatics Officer (PIO) to ensure the use of medications is optimised within relevant systems and using automation and appropriate controls.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Ensures EH Pharmacy Information Systems are consistent with National Safety and Quality Health Service Standards and Eastern Health Standards
- Contribute to the development, implementation and maintenance of electronic medication systems (including but not limited to Merlin and Merlin-MAP, Automated Dispensing Cabinets, Electronic Drug Registers and Temperature monitoring system)
- Ensure all services are in accordance with all relevant internal and external legislation, national standards and guidelines
- Maintain and monitor agreed key performance indicators
- Ability to act as a point of reference within the area of pharmacy informatics and as a delegate to the Pharmacy Information Officer (PIO)
- Identify and escalate risk impacting on Pharmacy to the line manager
- Participate in Eastern Health, local and external working groups and committees
- Participate in internal and external opportunities for professional development
- Assist in reviewing and updating Informatics related guidelines for Eastern Health as delegated by managers
- Ensure effective communication with all stakeholders.
- Contribute in managing change and implement organisational strategy & supports staff through change management processes and implementation of organisational strategy
- Effectively communicates and shares responsibility for relevant management decisions
- Reviews processes to ensure the service provided is best practice
- Works within a continuous improvement environment
- Completes agreed initiatives as documented on the Pharmacy Program Innovation and Improvement Plan
- Contribute to the presentation and/or publication of service improvement projects
- Ensures a sustainable plan for ICT hardware across EH pharmacy
- Assist in the organisation, development and/or delivery of department education programs within and outside Pharmacy; Ensures relevant staff training in ICT systems are maintained
- Assists in other pharmacy-related tasks where needed, including but not limited to clinical pharmacy service and dispensary service.
- Participates in the weekend, public holiday and oncall roster as required.

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

#### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

#### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

#### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_  
Manager

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Pharmacist – Pharmacy Informatics
<b>Award Classification:</b>	Pharmacist Grade 2
<b>Award / Agreement Name:</b>	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Senior Pharmacist – Pharmacy Information Officer --> Associate Program Director Pharmacy Operations & Maroondah Hospital, Yarra Ranges Health, Healesville

#### Essential

- Registered practicing pharmacist with the Australian Health Practitioners Registration Authority
- Experience working with information systems in a health environment
- Understanding and familiarity information systems used in the health and pharmacy environments
- Familiarity with principles of database management and maintenance
- Demonstrated ability to work independently and within a broader inter-professional team.
- Excellent communicator and negotiator at all organisational levels and across campuses
- Demonstrated time management capabilities and the ability to work to a deadline
- High degree of computer literacy, particularly use of pharmacy systems, spread sheets and database management systems
- Demonstrated understanding of internal and external customer service needs, and of how to respond in a useful and professional manner
- Ability to assess and organise resources and complete tasks under minimal supervision
- Ability to identify, analyse and solve problems
- Ability to ensure ethical practice
- Demonstrate willingness to respond productively to supervision and work cooperatively in a team environment
- Current drivers licence

#### Desirable

- Relevant post graduate qualification in relevant areas such as Informatics, Business, Management, Clinical Pharmacy, or Biostatistics
- Stage 1 (Transition Level) Advancing Practice credentialing or ANZCAP Resident level recognition
- Completion of a Foundation Residency/Resident Training Program
- Proven ability to maximise business and professional opportunities
- Demonstrated commitment to the profession of pharmacy through involvement with professional associations
- Demonstrated commitment to Pharmacy Practice research
- Highly desirable:
- Experience in hospital pharmacy (>2 years' clinical pharmacy practice post registration as a pharmacist)

- Evidence of current ClinCAT, Mini-CEX or a Monash University Applied Therapeutics case, and Case Based Discussion.
- Primary author of a presentation/poster presented at a SHPA or equivalent conference
- Involvement in undergraduate clinical education (i.e. student placement) OR one of the pharmacist Grade 2 criteria according to the award –
  - Representing Pharmacy and/or the health service on relevant committees or working groups
  - Ability to act as a point of reference within an area of specialisation
  - Demonstrated commitment to further education – undertaking or completed a Graduate Certificate or Diploma of Clinical Pharmacy
  - Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee engagement level
- Satisfactory work performance and participation in departmental activities and role model for junior staff and the Pharmacy Department

#### **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*