Eastern Health

POSITION DESCRIPTION

Position Title:	Senior Perioperative Medicines Pharmacist and Pharmacy Manager, Blackburn Public Surgical Centre
Award Classification:	Pharmacist Grade 3 / Pharmacist Grade 4
Award / Agreement Name:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Associate Program Director, Clinical Services & Box Hill Hospital, Blackburn Public Surgical Centre

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

This position has responsibility for the day-to-day management of pharmacy services at Blackburn Public Surgical Centre under the direction of the Associate Program Director Pharmacy – Box Hill Hospital & Blackburn Public Surgical Centre / Clinical Services.

This position works collaboratively with Box Hill Hospital Pharmacy Department and is a member of the Eastern Health Pharmacy Management Team. The role is centred around managing resources efficiently and effectively to provide best practice in pharmaceutical care, with assurance of appropriate, safe and quality use of medicines within the hospital environment. The role incorporates a mixture of direct clinical work and supervision of other pharmacists and pharmacy technicians providing clinical services.

This position will also work as the specialist pharmacist in Perioperative Medicines across Eastern Health and will oversee, in collaboration with Associate Program Directors, the direction, planning, provision and review of pharmacy services to Eastern Health Operating Theatres. This position will oversee the delivery of the pharmacy services in the surgical outpatient clinics.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

This role will:

- Provide oversight and delivery of pharmacy services at Blackburn Public Surgical Centre, ERAS Clinic, Geriatric/High Risk Clinic and APMS Clinic
- Provide direction and general oversight for planning, resource management & procedures relating to dispensary activities and perioperative medicines. Participate in dispensary activities. Ensure all eligible PBS items are claimed
- Ensure that relevant dispensary-related Key Performance Indicators (KPIs) are captured
- Oversee auditing of Controlled Drugs & S11s balances within the department
- Oversee the process of collection, distribution, reconciliation and disposal of Controlled Drugs, in particular S8/S11 medications
- Maintain & report on 'incidents/near misses' relating to the dispensary
- Maintaining up to date stock holding in all dispensary areas including updating stock holdings based on prescribing trends and to minimise waste. Collaborate with EH Pharmacy Inventory Managers.
- Act as point of contact for other pharmacists and health professionals, and for the hospital or health service, for medicines information enquiries related to Blackburn Public Surgical Centre and perioperative medicines
- The provision of quality improvement activities and research related to surgery and perioperative medicines;
- Collaborate with APDs to establish and monitor key service standards for the provision of pharmacy services relevant to the portfolio
- Participate in development, implementation, evaluation and review of policies, procedures, guidelines and resources relevant to the portfolio
- Provision of educational programs and training for healthcare professionals and students;
- Collaborate with Senior Education and Training pharmacist to assist in organisation, development and delivery of structured education programs (i.e. pharmacy students, interns, residents)
- Conduct clinCAT assessments and other competency based assessments, when credentialed
- Attendance and provision of pharmacy input at multidisciplinary team (MDT) meetings, include active participation in Anaesthetics Department meetings and Theatre meetings where appropriate
- Attendance and provision of pharmacy input to relevant committees or meetings
- Collaborate with the QUM team to provide regular and timely communication to theatre and recovery staff around medication safety and medication shortage shortages,
- Collaborate with the QUM team to provide advice and implement strategies to improve the cost-effective and quality use of medicines

- The investigation of medication incidents occurred in perioperative areas as delegated by the relevant pharmacy APD
- Provision of quality improvement activities and research
- Oversee reporting and review of medication related clinical incidents within Blackburn Public Surgical Centre Pharmacy and relevant outpatient pharmacy services as delegated by the relevant Pharmacy Associate Program Director (APD)
- Provide leadership and be responsible for the day-to-day management of pharmacy staff rostered at Blackburn Public Surgical Centre
- Assist with Blackburn Public Surgical Centre Pharmacy staff rostering & resource management, when required
- Oversee service provision at Blackburn Public Surgical Centre and relevant outpatient pharmacy services to ensure most effective use of resources
- Report monthly on agreed departmental KPIs and submit End of Month (EOM) reports to APD
- Have the ability to work across a number of clinical areas successfully, if required
- Participation in weekend and public holiday rosters (and oncall rosters, if required)
- As this is an Eastern Health position, the employee may be directed by APD to work at any campus or facility of Eastern Health

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 Compensations (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: _____ Date: ____/____/____

Manager

INCUMBENT STATEMENT

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

Signed: _____ Date: ____/____/_____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Registered or eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current and advanced hospital pharmacy experience, including effective clinical pharmacy skills
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, demonstrated ability to practice in accordance with Society of Hospital Pharmacists of Australia (SHPA) Guidelines
- Demonstrate commitment to optimum patient focused care and professional practice
- Developed staff supervision, interpersonal skills, ability to facilitate open discussion and resolve conflict.
- Demonstrated ability to perform under pressure, to meet time constraints and determine work priorities and a high level of organisational skills
- Demonstrated leadership, negotiation and decision making skills
- Demonstrated ability to manage change and quality improvement activities
- Demonstrated ability to work as part of a team to build relationships and work in partnerships
- Commitment to participate in personal and departmental ongoing professional development, continuing education and peer review. Presentation/poster presented at a SHPA or equivalent conference.
- Proficient computer and data management skills (including a minimum of intermediate knowledge of Microsoft Office programs)
- Current Victorian driver's licence
- Minimum 5 years post registration for grade 3 (or 10 years for grade 4)
- For Grade 4 classification, meets the Hospital Pharmacists Grade 4 reclassification criteria

Desirable

- Relevant post graduate qualifications such as Master of Clinical Pharmacy or equivalent (highly desirable)
- Credentialed or a portfolio that demonstrates progression towards ANZCAP Consultant credentialing (highly desirable)
- Involvement in undergraduate (i.e. student placements) and postgraduate clinical education
- Recent ClinCAT completed to a specified satisfactory level; SHPA ClinCAT trained accredited evaluator
- Partnered Pharmacist Medication Charting credentialed
- Active participation in the affairs of relevant professional associations which may include membership of Special Interest Group, Specialty Practice Leadership Committee or similar relevant to portfolio
- Experience with PBS

- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)

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