

Eastern Health

POSITION DESCRIPTION

Position Title:	ANZCAP Pharmacist Registrar - General Medicine
Award Classification:	Pharmacist Grade 2
Award / Agreement Name:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Senior Pharmacist General Medicine

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. ‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’ is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

This position is a two-year Australia & New Zealand College of Advanced Pharmacy (ANZCAP) accredited Registrar Training Program pharmacist position within Eastern Health and has the responsibilities of providing comprehensive pharmacy services to the area rostered. The position's workplan includes core rotations within General Medicine programs across Box Hill, Maroondah and Angliss Hospital, and optional breadth rotation. The role will involve travel and working across multiple Eastern Health sites, as well as participating in rotational clinical pharmacy services.

The position requires participations in defined activities and workplace-based assessments. This position is required to acquire and demonstrate specialised knowledge, experience, skill and behaviour aligned with the AdPha General Medicine Registrar training framework at the required performance level throughout the training program. The position will develop and maintain a portfolio to record their experience and professional development. The position will ensure all program requirements are completed as Learning Experiences (LX) in their ANZCAP portfolio platform by the end of the two-year program. This position will demonstrate ANZCAP Pharmacist Register characteristics and skills by the end of the two-year training program.

This position will be involved in review and development of policies and guidelines, provide input in undergraduate coursework development, facilitate CPD activities (seminars, workshops, presentations) for the pharmacy profession and other health professionals, complete research as a project lead or supervisor and submit an abstract or manuscript to an appropriate research forum/conference by the end of the program, be responsible for the training, orientation and performance development of pharmacists and pharmacy technicians within the team (taking up line manager or team leader responsibilities), and provide input into medication risk management and respond to local level medication related incidents.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Scope of this role is consistent with the Advanced Pharmacy Australia (AdPha) standards of practice.

Additional credentialing is required prior to:

- Dispensing medications
 - Approving chemotherapy orders for preparation or supply
 - Charting medications (under the relevant EH policies)
 - Compounding pharmaceutical preparations
 - Releasing aseptically prepared products
 - Participating in on-call services
- Provide a patient-focused clinical and supply service to clients of the hospital in line with the AdPha standards of practice and the EH Pharmacy guidelines. This includes to General Medicine inpatients, outpatients and as allocated per Registrar Training Program rotations and workplan
- Participate in clinical ward services
 - Attend General Medicine Consultant rounds as assigned
 - Clinical decision-making appropriate to the grading of the pharmacist
- Provide dispensing services
- Assist with drug distribution
- Provide compounding services as required
- Participate in clinical trials as required (after training)
- Participate in activities deemed appropriate by the Senior Pharmacist General Medicine, Program Director, Pharmacy or Associate Program Director, Pharmacy
- Ability to act as a point of reference within an area of specialisation (General Medicine) and act as a delegate to the Senior Pharmacist General Medicine
- Involvement in extended roles for clinical pharmacists, such as Partnered Pharmacist Medication Charting

(PPMC) and Pharmacist Partnered Prescribing on Discharge (PPMD)

- Responsible for leading and maintaining specialist knowledge in providing clinical pharmacy services to patients of the hospital
- Perform all other delegated tasks appropriately and in line with grading and capabilities
- Comply with the Pharmacy Board of Australia's Code of Conduct
- Provide medication information and patient counselling
- Collaborate with the Senior Education and Training Pharmacist and Senior Pharmacist General Medicine to assist in the organisation, development and/or delivery of department education programs for pharmacists, pharmacy students, pharmacy interns or pharmacy technicians
- Supervise and train students, pharmacy technicians, pharmacy interns, residents and pharmacists
- Supervise and check work prepared by pharmacy technicians
- Assist the Senior Pharmacist General Medicine to provide support and education, mentor and oversee inexperienced team members, conduct staff performance appraisals and provide feedback regarding staff performance
- Participate in nursing & medical pharmacy education programs
- Participate in research, QUM or Medicines Evaluation projects
- Participate in weekend, public holiday and on-call rosters (when credentialed)
- Contribute to the presentation and/or publication of service improvement projects
- Participate in consumer pharmacy education programs
- Representing pharmacy and/or the health service on relevant committees and working groups as required
- Develop and take leadership in project, research (in consultation with EH Pharmacy Practice Research Group) and quality improvement activities in relevant portfolio area, within agreed timeframes as outlined in the Registrar Training Program workplan
- Submit presentation and/or publication of service improvement projects at relevant professional forums in relevant portfolio area
- Provide advice and implement strategies to improve the cost-effective and quality use of medicines (QUM) and resources
- Assist in reviewing and updating General Medicine medication related guidelines for Eastern Health as delegated
- Work in conjunction with APDs to develop and progress relevant Innovation and Improvement Plans (IIPs) in line with the Pharmacy program and EH Strategic Plans
- Assist the APDs to promote a culture of continuous service improvement by monitoring standards of service and practice and contribution to EH Clinical Leads group, where required. Participate in leading the clinical services team to ensure that interventions are designed and implemented to address areas which fail to meet standards
- Rotate to other Eastern Health sites as per the Registrar Training Program requirements. This will include rotations to Box Hill Hospital, Maroondah Hospital and Angliss Hospital
- Complete all required activities and assessments to a satisfactory level outlined in the AdPha Registrar Training Program Framework including case presentations, journal club presentations, case based discussions, mini clinical evaluation exercises, direct observations of practice, ClinCAT evaluations, 360/peer reviews

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability

and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

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Essential

- Eligible to be registered as a pharmacist with the Australian Health Practitioner Regulation Agency
- Member of AdPha for the duration of the ANZCAP Registrar Training Program
- Completed an AdPha Resident Training Program (or SHPA Foundation Residency prior to 2023) or equivalent experience, defined as at least 2 years post-registration hospital pharmacy experience in an environment that provides suitable broad foundational clinical experience (for example, experienced rotations through specialty medicine, general medicine and surgery)
- Demonstrate understanding or previous participation in hospital medication safety or utilisation committees
- Able to function effectively and autonomously in clinical areas and the dispensary
- Able to function effectively in a multidisciplinary team
- Capable of performing under pressure, to meet time constraints and determine work priorities
- High level communication, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families and all health care professionals.
- Computer literacy and embracing of health technologies and informatics.
- Demonstrated understanding of customer service of internal and external customers and be committed to effectively meet their needs in a helpful and professional manner
- Commitment to participate in personal and departmental ongoing professional development, education and quality improvement activities
- Exhibits behaviour which reflects the Eastern Health values.
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, a demonstrated ability to practice in accordance with the AdPha Guidelines
- Satisfactory work performance and participation in departmental activities and role model for junior staff and the Pharmacy Department

Desirable:

- Evidence of experience and achievements in the form of a professional portfolio demonstrating performance at Stage 1 (Transition Level) of the Advanced Pharmacy Practice Framework
- Primary author of a presentation/poster presented at a AdPha or equivalent conference
- Involvement in undergraduate clinical education (i.e. student placement hours)
- 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 Postgraduate Master of Clinical Pharmacy
- Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee engagement level
- Experience with PBS

- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Current Victorian driver's licence
- Partnered Pharmacist Medication Charting or other extended scope of practice credentialed

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