

Eastern Health

POSITION DESCRIPTION

Position Title:	Eastern Health Pharmacy Procurement Manager
Award Classification:	Grade 4 (HS4)
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) 2016-2020
Position Reports to:	Associate Program Director of Pharmacy, Quality Use of Medicine & Angliss, Peter James Centre, Wantirna Health

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

The Eastern Health (EH) Pharmacy Procurement Manager is responsible to establish and monitor systems for efficient pharmaceutical procurement and stock management across Eastern Health. The Procurement Manager will liaise with pharmaceutical industry partners to leverage best possible pricing arrangements and ensure compliance with Department of Health (DOH) and Health Share Victoria (HSV) Pharmaceutical contract requirements. This position is also the direct line manager of the EH Pharmacy Inventory Manager, providing direct supervision and oversight of the pharmacy inventory manager role.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Lead and oversee pharmaceutical procurement within Eastern Health
- Manage purchasing contracts with the external suppliers and wholesalers
- Coordinate and centrally manage stock shortages and out-of-stocks across Eastern Health
- Monitor and manage stock levels
- Ensure supplier selection complies with DHS and HSV obligations and other purchasing agreement requirements
- Identify opportunities in the market for pricing agreements and innovations related to pharmaceutical procurement
- Set appropriate performance standards in the form of standard operating procedures
- Sponsor procedures relevant to the portfolio for approval by the pharmacy managers' committee
- Recommend and be accountable for performance measures relevant to the portfolio to be implemented by area managers
- Collaborate with APDs to ensure all pharmacy practice within the position portfolio complies with EH standards, policies, guidelines and procedures
- Ensure all pharmacy purchasing staff work within the scope of their practice, ensuring appropriate levels of supervision and delegation
- Facilitate and participate in the delivery of continuing education and structured education programs to pharmacy staff
- Provide support and education to team members, mentor and oversee inexperienced team members, and assist the APD to drive a culture of professional development within pharmacy staff rostered to relevant clinical services areas.
- Ensure all pharmacy staff working within relevant areas are able to work in a non-discriminatory and harassment free environment
- Assist the APD to conduct staff performance appraisals and provide feedback regarding staff performance
- Participate in research or quality improvement projects in relation to operational management of the Pharmacy Department
- Contribute to the presentation and/or publication of service improvement projects, where appropriate
- 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, where relevant
- Assist the APDs to promote a culture of continuous service improvement by monitoring standards of service and practice. Collaborate with APDs/Senior Pharmacists to ensure that interventions are designed and implemented to address areas which fail to meet standards.

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: _____

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

- Excellent knowledge of pharmaceutical products with a sound knowledge of purchasing and supply techniques.
- Demonstrated relevant computer skills, particularly with regards to purchasing of pharmaceuticals and inventory control management, as well as Microsoft Office Excel, Word and Outlook.
- Prior experience in pharmaceutical supply chain management from a hospital perspective.
- Demonstrated ability to implement and monitor adherence to policies and procedures.
- Demonstrated problem solving skills.
- Demonstrated ability to plan, organise and prioritise workload.
- Demonstrated effective communication skills in person, on the phone and via email or other written channels
- Demonstrated interpersonal and persuasive skills
- Ability to form and maintain effective relationships with key internal and external stakeholders
- Demonstrated ability to work within a multi-disciplinary team.
- Proven ability to seek and accept feedback and learn from it.
- Drivers licence

Desirable

- Formal qualifications in pharmacy or supply chain management
- Continued demonstrated awareness in changes and trends to practice.
- Familiarity with Merlin (Pharmacy inventory management and dispensing system)

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