Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Pharmacist
Award Classification:	Pharmacist Grade 1
Award / Agreement Name:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Senior Pharmacist in the area of the rotation ® Associate Program Director, Pharmacy (of the relevant site)

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 is a member of the Eastern Health pharmacy team and has the responsibility of providing comprehensive pharmacy services to the areas rostered. Although usually located at one EH site, rotation to another EH site may be required. The position requires participation in any of the following areas: clinical pharmacy services, dispensary services, manufacturing, clinical trials, medicines information and supervision and education of undergraduate students/interns/residents

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Scope of this role is consistent with the Society of Hospital Pharmacists of Australia (SHPA) standards of practice.
Additional credentialing is required prior to:

- Dispensing medications
- Approving chemotherapy orders for preparation or supply
- Charting medications (under the Partnered Pharmacists Charting Model of Care)
- 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 SHPA standards of clinical pharmacy practice and the EH Pharmacy guidelines.
- Participate in clinical ward services
- Grade 1 pharmacists will work under the general direction and supervision of more experienced pharmacists
- 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 Program Director, Pharmacy or Associate Program Director, Pharmacy
- 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 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
- Participate in nursing & medical pharmacy education programs
- Participate in research, QUM or Medicines Evaluation projects
- Participate in weekend, public holiday and on-call rosters, as required
- Participate in consumer pharmacy education programs
- Develop and participate in project, research (in consultation with EH Pharmacy Practice Research Group) and quality improvement activities in relevant portfolio area
- Contribute to the presentation and/or publication of service improvement projects at relevant professional forums in relevant portfolio area
- 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.

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

- Eligible to be registered as a pharmacist with the Australian Health Practitioner Regulation Agency
- Commitment to patient-focussed service
- Able to function effectively and autonomously in clinical areas and the dispensary
- Able to function effectively in a multidisciplinary team
- Effective written and verbal communication skills
- Capable of performing under pressure, to meet time constraints and determine work priorities
- High level communication, both written and verbal, demonstrated high level of inter personal skills with consumers, their families and all health care professionals.
- Commitment to ongoing professional development.
- 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.
- Promotes and contributes to a supportive and engaged team environment

Desirable

- Experience in Australian public hospital pharmacy
- Involvement in undergraduate clinical education (i.e. PEP, student hours
- Demonstrated commitment to further education by undertaking a Graduate Certificate or Diploma of Clinical Pharmacy
- Experience with PBS
- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Current Victorian driver's licence
- Recent ClinCAT completed to a specified satisfactory level
- Partnered Pharmacist Medication Charting 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