

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Pharmacist – Senior Mental Health
<b>Award Classification:</b>	Pharmacist Grade 3
<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>	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 Eastern Health Senior Mental Health Pharmacist role will be responsible for the direction, planning, provision, and review of clinical pharmacy services to the Mental Health Service across Eastern Health.

The post-holder will maintain a clinical load within the Mental Health directorate, providing a high level of service to patients and staff, whilst managing staff working in the specialty. The position will require frequent attendance at Maroondah Hospital, Box Hill Hospital and Peter James Centre and is responsible for the oversight of Mental Health pharmacy services across Eastern Health, provided at Box Hill Hospital, Maroondah Hospital, Peter James Centre and Community Mental Health facilities.

In addition, the post-holder will work in collaboration with the Senior Pharmacist Education and Training, to deliver clinical education and will be responsible for overseeing the mentoring and development of rotational clinical pharmacists (including residents and fellows) and interns working within the Mental Health Services across Eastern Health. The position will work in conjunction with the Associate Program Director Pharmacy Maroondah and Box Hill Hospital to develop Mental Health services for Eastern Health.

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

The following list of activities are to be read as a guide to position responsibilities. This list is not intended to be exhaustive:

- Act as specialist practitioner and role model in Mental Health as well as broader clinical pharmacy practice
- Co-ordinate, develop and monitor the activities of the clinical pharmacy service to the Mental Health Service
- Provide support for the Mental Health service including provision of advice, medicine information and education sessions
- Provide regular clinical pharmacy services to the mental health inpatient units at Maroondah Hospital
- Oversee the provision of clinical pharmacy service to the Mental Health inpatient units at Box Hill hospital (including Upton House, Wellington House, CAMHS and Peter James Centre)
- Oversee clinical pharmacy services in Adult Mental Health, Paediatric Mental Health and Geriatric Mental Health
- Oversee management of pharmacy service to the Mental Health Community services provided by Eastern health
- Provide advice and implement strategies to improve the cost-effective and quality use of medicines (QUM) within the specialty
- Provide pharmacy input at multidisciplinary team reviews
- Keep abreast of new developments in clinical aspects of hospital pharmacy practice and other related disciplines; encouraging staff to engage and implement new systems and processes that conform to best practice.
- Participate in and drive quality improvement activities relevant to the Mental Health programs, including the development and reporting of key performance indicators
- Participate in projects and research relevant to the service area and present outcomes at relevant professional forums
- Oversee the development, implementation, evaluation and review of Eastern Health procedures and tools relating to Mental Health
- Develop and maintain policies and procedures governing the scope of Mental Health
- Establish and implement key service standards for the provision of pharmacy services to Mental Health
- Review and benchmark service with other major Australian hospitals to ensure best practice and cost-effective service delivery.
- Identify and introduce new pharmacy practices that can result in improved medication use in the area of practice.
- Oversee clinical education to pharmacy, nursing and junior medical staff
- Lead, supervise, educate and mentor pharmacists, pharmacy interns and students in Mental Health
- Conduct ClinCat assessments and other competency based assessments for staff within the specialty
- Oversee reporting and review of medication related clinical incidents related to specialty
- Have the ability to work across a number of clinical areas successfully if the need so required.
- Clinical pharmacy and pharmacy education services are conducted in accordance with all relevant legislation, standards and guidelines, including APAC, ACHS and ACSQHC.
- Conduct performance appraisals for allocated staff and provide regular and timely feedback to staff working in the service area

- Participation in relevant Eastern Health meeting and committee structures
- Participate in the weekend and public holiday rosters and oncall rosters (once trained)

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

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 centred 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. 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)

## ATTACHMENT 1

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### KEY SELECTION CRITERIA

#### 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:

- Experience in and understanding of trends in Australian public hospital pharmacy practice
- Relevant post graduate qualifications such as Master of Clinical Pharmacy or equivalent
- Knowledge and skills in computing systems, especially those relevant to hospital pharmacy and therapeutics
- Credentialed or a portfolio that demonstrates progression towards credentialing as Advanced (Level 2 or 3) on the Australian Advanced Level Framework
- Involvement in undergraduate (i.e. student placements) and postgraduate clinical education
- Recent ClinCAT completed to a specified satisfactory level; ADPHA ClinCAT trained accredited evaluator
- 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)