

Eastern Health



POSITION DESCRIPTION

Position Title:	Senior Pharmacist - Emergency Medicine
Award Classification:	Pharmacist Grade 3 / 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 Pharmacy (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

The objective of an Emergency Medicine Pharmacy Service is to provide patient-centred care to optimise patient outcomes and continuity of care as they transition between the community and the hospital. The Senior Pharmacist Emergency Medicine is responsible for leading the Eastern Health (EH) Emergency Department (ED) Pharmacy Team to deliver clinical pharmacy services, develop policies and procedures in addition to education and training packages and participate in research activities. The role will provide governance to ensure medication related practices within Eastern Health Emergency Departments are compliant with national standards, legislations and local policies and procedures.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

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

- Coordinate and manage the provision of clinical pharmacy services to Eastern Health Emergency Departments in accordance with AdPha Standards of Practice for Clinical Pharmacy and Emergency Medicine Pharmacy Practice
- Develop, review, update, and ensure compliance with the Eastern Health medication policies, procedures, guidelines and resources pertaining to Emergency Medicine, toxicology, pre-hospital care (ambulance services), local pandemic management and local disaster management
- Develop and deliver orientation, education and training relevant to the EH ED pharmacy service to pharmacists, interns and students, and ensure that any required documentation of training is completed
- Ensure all Pharmacy Staff delivering service in ED work within the scope of their practice, ensuring appropriate levels of supervision and delegation
- Maintain and review audit schedule and key performance indicators for ED Pharmacy Service that align with quality indicators and clinical care standards
- Devise and implement strategies to improve the cost-effective and quality use of medicines within ED; evaluate high-cost medicine use in ED
- Advise on medication formulary decisions relevant to portfolio
- Act as point of contact for pharmacists and health professionals, and for the hospital or health service, for medicines information enquiries relevant to portfolio
- Oversee reporting and review of medication related adverse drugs reaction, clinical incidents and complaints within EH Emergency Medicine space, or as delegated
- Provide timely review and implementation of strategies to address medication related risks as identified by Serious Incident Review relevant to the portfolio
- In conjunction with the EH Workforce Coordinator and relevant Senior Pharmacist, participate ED Pharmacy Service roster, leave and resource management
- Assist with staff recruitment, retention strategies and discipline for Pharmacy Staff in accordance with EH standards, policies and guidelines, and professional standards. Manage work practice in accordance with award agreements and entitlements.
- Conduct staff annual performance appraisals (Achieve Conversation) and provide feedback regarding staff performance as delegated
- Participate in medical, nurse practitioner and nursing staff continuing education programs
- Mentor and drive a culture of professional development within pharmacy staff rostered to ED
- Attendance and provision of pharmacy input to relevant committees or meetings
- Report monthly on agreed departmental KPIs and submit End of Month (EOM) report to APD
- 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 pharmacy leadership team to develop and progress Innovation and Improvement Plans (IIPs) in line with the Pharmacy program and EH Strategic Plans, relevant to the portfolio
- Promote a culture of continuous service improvement by monitoring standards of service and practice
- Work in conjunction with the clinical leadership team to ensure that interventions are designed and implemented to address areas which fail to meet standards.
- Participation in extended hours shifts, weekend and public holiday rosters, once trained

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 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.

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

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 in Emergency Medicine
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, demonstrated ability to practice in accordance with AdPha Guidelines
- Demonstrated commitment to patient focused care and pharmacy service in professional manner
- 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 AdPha or equivalent conference.
- Proficient computer and data management skills (including a minimum of intermediate knowledge of Microsoft Office programs)
- Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, Pharmacy Board of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines
- Awareness and understanding of National Standards and Accreditation Standards
- Demonstrate proficiency in written and verbal communication skills, and a high level of inter-personal skills to build effective relationships with consumers, their families and colleagues
- Current Victorian Driver's License
- 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:

- Completion of Stage 3 Advancing Practice credentialing or ANZCAP Consultant level recognition or equivalent Board of Pharmacy Specialities Certification (**highly desirable**)
- Relevant post graduate qualifications such as Master of Clinical Pharmacy or equivalent (**highly desirable**)
- Knowledge and skills in computing systems relevant to hospital pharmacy and therapeutics
- Previous involvement in undergraduate (i.e. student placements) and postgraduate clinical education
- Credentialed to conduct Partnered Pharmacist Medication Charting and Partnered Pharmacist Medication Discharge-prescribing
- 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 Emergency Medicine
- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)