

Eastern Health

POSITION DESCRIPTION

Position Title:	Eastern Health Education & Training Pharmacist
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:	<i>Operationally:</i> Associate Program Director Learning & Teaching- Student Programs <i>Professionally:</i> Eastern Health Senior Education & Training Pharmacist

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 sits within the Learning and Teaching team, with professional reporting to the Senior Education and Training Pharmacist, within the Eastern Health Pharmacy Clinical Services Program. This role is responsible for supporting the provision, review and delivery of supervisory and education programs for students, interns, residents, pharmacists and pharmacy technicians at Eastern Health Pharmacy Department.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Facilitate pharmacy students, interns, residents and pharmacist education programs
- Promotes the identification, development and implementation of evidence based practice
- Ensuring best practice education and training is provided
- Co-ordination of orientation, assessments, performance development discussions, feedback (collated from participants, supervisors and universities)
- Provision of regular and timely feedback to learners
- Participates in and contributes to Learning & Teaching activities and initiatives
- Ensure that supervising pharmacists are appropriately orientated to the requirements of the learning programs and have the skills to provide effective learning and development
- Provide support and training to newly onboarded pharmacists and pharmacy technicians to enable them to effectively practice in dispensary, operational and clinical areas
- Provide support and training to pharmacists to enable them to effectively supervise and mentor pharmacy students, interns and other pharmacists
- Support the Senior Education and Training Pharmacist to ensure governance processes for the clinical education programs are in place, implemented, monitored and continually improving
- Participate in and drive quality improvement activities relevant to the clinical education programs
- Participate in projects and research relevant to the service area and present outcomes at relevant professional forums
- Contribute to the development, implementation, evaluation and review of Eastern Health procedures and tools relating to education and training
- Deliver a structured education program that is adaptable to the workforce and incorporates new technologies in collaboration with the Senior Education & Training Pharmacist. This could also include co-ordination of the quarterly Pharmacy nursing in-services.
- Demonstrate commitment to education through attendance and participation at Pharmacy Department education sessions, relevant conferences or seminars and intention to obtain relevant post-graduate qualifications
- Contribute to the development and education of other pharmacy staff as needed
- Represent Eastern Health by attending orientation evenings/presentations for future pharmacy students, interns and residents
- Co-ordinate and facilitate the EH summer student placements including recruitment
- Assist Senior Pharmacy Technician with pharmacy technicians undertaking a hospital pharmacy technician certificate
- Work across Eastern Health sites

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: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Eligible to be registered as a pharmacist with Australian Health Practitioner Regulation Agency
- 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
- Demonstrated ability to deliver education and training within a Learning and Teaching framework and philosophy
- Demonstrated commitment to optimum patient focused care and professional practice
- Demonstrated ability to perform under pressure, to meet time constraints and determine work priorities and a high level of organisational skills
- 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.
- Current Victorian driver's licence

Desirable

- Clinical Educator and/or Supervision training
- SHPA ClinCAT trained accredited evaluator
- Experience in Australian public hospital pharmacy
- Involvement in undergraduate clinical education (e.g. student experiential placements)
- Experience with PBS
- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Involvement in research, QUM or Medicines Evaluation project
- Active participation in the affairs of relevant professional associations which may include membership of Special Interest Group (SIG), Committee of Specialty Practice (COSP) or similar relevant to their pharmacy practice area

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