

Eastern Health

POSITION DESCRIPTION

Position Title:	EH Pharmacist Formulary Management & Medicines Strategy
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:	EH Senior Pharmacist - Formulary & Medicines Strategy

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 role supports the EH Senior Pharmacist - Formulary & Medicines Strategy in the development and implementation of Eastern Health's medicines formulary and medicines strategy to support safe, effective, equitable and financially sustainable access to medicines. The role acts as 2IC and supports the coordination and delivery of key portfolio activities

The role supports formulary activities, medicines evaluation and utilisation, medicines access and supply initiatives, and opportunities to improve value from medicines expenditure. This includes supporting formulary decisions, addressing medicine shortages and alternatives, monitoring medicine use and expenditure, coordinating medicines access programs and implementing initiatives to improve medicines use across Eastern Health.

The role works collaboratively with pharmacy leaders, clinical services, procurement and other stakeholders, and may take delegated responsibility for specific projects and operational activities within the portfolio.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Supporting the EH Senior Pharmacist - Formulary & Medicines Strategy in the coordination and delivery of the portfolio
- Communicating formulary information and medicines strategy initiatives to clinical staff
- Supporting the implementation of formulary decisions and processes outlined in the Formulary and Non-Formulary Approval Policies
- Supporting the business of the Eastern Health Medicines and Therapeutics Committee (MTC), including preparation of information and follow-up of actions as required
- Supporting the development and implementation of protocols, guidelines and initiatives that promote the safe, effective and economically sustainable use of medicines
- Undertaking medicines evaluation and Drug Use Evaluation (DUE) activities, including literature review, data collection and analysis, reporting and follow-up
- Reviewing medicine utilisation and expenditure data to identify opportunities to improve medicine use and achieve cost savings
- Identifying and supporting the implementation of therapeutic and brand alternatives and other opportunities for cost containment and savings
- Supporting the management of medicine shortages and medicines access programs, including compassionate supply arrangements, in collaboration with relevant stakeholders
- Supporting pharmacy contract activities and other medicines strategy initiatives as delegated
- Assisting with the development and monitoring of pharmacy medicine budgets, Financial Sustainability Strategies (FSS), and pharmaceutical expenditure and revenue reporting
- Managing ADR reporting processes, including completion of VHIMS reports, notification to the TGA and ensuring appropriate documentation of new ADRs in the EMR
- Maintaining and monitoring agreed key performance indicators
- Providing professional guidance to colleagues and contributing to effective relationships with pharmacy, medical, nursing and other stakeholders
- Acting as 2IC to the EH Senior Pharmacist – Formulary & Medicines Strategy and undertaking delegated responsibilities in their absence
- Participating in activities deemed appropriate by the Associate Program Director, Pharmacy (Quality Use of Medicines)

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: _____
Manager

Date: ____/____/____

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

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)
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy, with demonstrated ability to practise in accordance with Advanced Pharmacy Australia (AdPha) Guidelines
- 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 policies, standards and practice guidelines
- Understanding of National Safety and Quality Health Service Standards and relevant accreditation standards
- High-level communication, written and verbal, with demonstrated high-level interpersonal skills when working with consumers, their families and health care professionals
- Demonstrated commitment to optimum patient-focused care, medication safety and professional practice
- Developed staff supervision and interpersonal skills, with the ability to facilitate open discussion, negotiate and resolve conflict
- Demonstrated ability to perform under pressure, meet time constraints, determine work priorities and maintain a high level of organisational skills
- Demonstrated leadership, negotiation, critical thinking and decision-making skills
- Demonstrated ability to contribute to and implement change and quality improvement activities in complex healthcare environments
- Demonstrated ability to work collaboratively as part of a team, build effective relationships and work in partnership with internal and external stakeholders
- Commitment to participate in personal and departmental ongoing professional development, continuing education and peer review, including presentation at an AdPha or equivalent conference
- Proficient computer and data management skills, including intermediate knowledge of Microsoft Office programs
- Current Victorian driver's licence

Desirable:

- Experience in formulary management, medicines evaluation, medicines utilisation and quality use of medicines initiatives (highly desirable)
- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Experience in medicines-related service development, particularly experience in formulary governance, medicines evaluation, medicines access, supply or cost-effective use of medicines
- Completion of Stage 2 Advancing Practice credentialing or ANZCAP Registrar level recognition or equivalent Board of Pharmacy Specialties Certification (highly desirable)
- Relevant Master's degree or other relevant postgraduate qualification, such as an MBA, Master of Public Health, Master of Health Management or equivalent (highly desirable)
- Knowledge and skills in computing systems relevant to hospital pharmacy
- Experience in team supervision, business case development and a working understanding of change management and budget management
- Experience in developing, implementing or evaluating formulary, medicines management, medication safety or quality improvement initiatives
- Involvement in undergraduate (i.e. student placement) and postgraduate clinical education

- Recent ClinCAT completed to a specified satisfactory level
- Active participation in the affairs of relevant professional associations, which may include membership of a Special Interest Group, Specialty Practice Leadership Committee or similar relevant to portfolio
- Exhibits and role models behaviours that reflect the Eastern Health values