

POSITION DESCRIPTION

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|---|--|
| Position | Clinical Pharmacist (rotational- including oncology training) |
| Division | Medical Services |
| Classification | Grade One -Grade Three (as per experience) |
| Enterprise Agreement | Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2021 - 2025 |
| Reports To | Director of Pharmacy |
| Direct Reports | Pharmacy Technicians |
| Infection Control Risk Category: | A |

| | | | |
|-----------------|----------------------|----------------------|-----------|
| Approved | Director of Pharmacy | Approval Date | June 2023 |
|-----------------|----------------------|----------------------|-----------|

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| PRIMARY OBJECTIVE (or purpose): |
| <p>To provide medication expertise and oversight for the patients of PDH. Pharmacists assist the medical staff in medication management of inpatients, the nursing staff in medication availability, administration and safety and educate patients on any new or changed medications provided during their stay and on discharge.</p> <p>Pharmacist's act at crucial points of the patient's journey through the health service to ensure medications are managed appropriately.</p> <p>The Pharmacy team also oversees the formulary and medication supply for the hospital including controlled and highly specialised substances</p> |

| PORTLAND DISTRICT HEALTH VALUES | | | |
|---------------------------------|--|---------|------------|
| Compassion | Accountability | Respect | Excellence |
| PDH CARE GOALS | | | |
| Person-centred | People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning. | | |
| Safe | Avoidable harm is eliminated. | | |
| Effective | The right care is delivered in the right way, at the right time with the right outcomes. | | |
| Connected | Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system. | | |

POSITION DESCRIPTION

| KEY ACCOUNTABILITIES | | |
|--------------------------------|---|---|
| Key results Area | Key Activities | Performance Measures |
| Clinical Medication Management | <ul style="list-style-type: none"> • Work on rotation across the acute ward, subacute ward, outpatient speciality centres (dialysis and chemotherapy) and the urgent care centre. • Provide a pharmacy service including resolving medication related issues, supplying medications, completing the Medication Reconciliation Process, providing medicines information, counselling patients and assisting the discharge process • As experience or interest allow- provision of oncology pharmacy service. Reviewing treatment plans, ordering chemotherapy, preparation of supportive medications and counselling chemotherapy patients • Ensure appropriate drug utilisation through implementation of hospital policy and formulary guidelines/restrictions, and through liaison with medical and nursing staff. • Assist team members in delivering a pharmacy service • Regularly monitor and assess medicine management to enhance medication safety in accordance with Standards established by the Society of Hospital Pharmacists of Australia. • Completion of alerts in guidance MS for restricted antimicrobials • Manage the education needs of patients to improve knowledge and adherence • Provide medicine related education to staff to enhance knowledge, medication safety and quality use of medicines | <ul style="list-style-type: none"> • Audit of drug usage • Demonstrate compliance with relevant NSQHS standards • Feedback • KPI Medication reconciliation completed • KPI – Patient Medication Lists complete |
| Leadership and team work | <ul style="list-style-type: none"> • Assisting in the orientation of new staff • Assist in the education and training/mentoring of other technicians and pharmacy interns and students • Ensure the vision, mission and values of the organisation are understood and integrated into daily practice • Demonstrate a professional responsibility for work performed by staff placed under your responsibility • Actively participate in the PDH Consumer Engagement strategy to ensure person-centred practice. • Develop and maintain positive working relationships with members of PDH staff | <ul style="list-style-type: none"> • Participation in annual staff appraisal • Staff satisfaction • 100% Compliance with mandatory competencies • Evidence of new technician, pharmacy interns and students competency |

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| KEY ACCOUNTABILITIES | | |
|--|---|--|
| Key results Area | Key Activities | Performance Measures |
| | <ul style="list-style-type: none"> • Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team • Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff | |
| Professional Development and Scope of Practice | <ul style="list-style-type: none"> • Demonstrate continual professional development and learning • Shares knowledge willingly • Complete mandatory training and education | <ul style="list-style-type: none"> • 100% Compliance with mandatory competencies • Participation in annual staff appraisal |
| Quality and Safety | <ul style="list-style-type: none"> • Conduct audits as required and contribute to the development and implementation of actions to address deficits • Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality • Maintain a safe and high quality environment at all times in accordance with PDH policies • Reports all incidents through Riskman • Ensuring staff follow PDH Infection Control policies, procedures and guidelines | <ul style="list-style-type: none"> • Completes relevant audits and initiates actions • Contribution to Quality Improvement/Progress reports • Demonstrated use of the incident management system |
| Information Management | <ul style="list-style-type: none"> • Monitors own day to day performance against operational targets and strategic goals • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained. • Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department. • Ensure consumer information is accurate and only released in line with the Health Records Act requirements | <ul style="list-style-type: none"> • Ensures all information management meets the legislative requirements and organisational standards |
| Occupational Health and Safety | <ul style="list-style-type: none"> • Is familiar with and ensure that all appropriate actions are taken to implement OH&S policy and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman | <ul style="list-style-type: none"> • Participation in team meetings where key OH&S issues are discussed and resolved • Evidence of hazard and incident reporting using Riskman • Maintains compliance with mandatory OHS training requirements for both self and team |

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| KEY ACCOUNTABILITIES | | |
|----------------------|---|--|
| Key results Area | Key Activities | Performance Measures |
| | <ul style="list-style-type: none"> • Assist in the planning, development and implementation of OH&S measures • Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow • Knows what to do in an emergency relevant to role | |
| OTHER DUTIES | | |
| | <ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below behaviours • Assisting with maintaining a clean and tidy and hazard free workplace • Provision of customer service function to facilitate team workflow • Undertake special projects or reports as reasonably required on a wide range of issues • Practice in accordance with the relevant health care or industry standards • Comply with all relevant PDH policies and procedures • Any other duties as consistent with the award as directed within the limits of skill, competence and training to maximise flexibility and effectiveness | <ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with PDH policy and procedures |

KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- A Bachelor of Pharmacy or equivalent degree with current registration as a Pharmacist with AHPRA

DESIRABLE

- Hospital / clinical pharmacy experience (open to training community pharmacists keen to make the switch and willing to learn)

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Excellent communications skills and demonstrated ability to work effectively and efficiently as part of a team.
- High level of accuracy and attention to detail.

Other requirements

- Current employee police check
- Current evidence of immunisation history and serology results

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

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JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

| Frequency definitions | |
|-----------------------------|---|
| I = Infrequent | Activity may be required very infrequently |
| O = Occasional | Activity required occasionally, not necessarily all shifts |
| F = Frequent | Activity required most shifts, up to 50% of the time |
| C = Constant | Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods |
| N/A = Not Applicable | Activity not performed |

| Aspects of normal workplace | | Frequency | | | | |
|-----------------------------|--|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Physical Demands | | | | | | |
| Sitting | Remain seated to perform tasks | | | ✓ | | |
| Standing | Remain standing to perform tasks | | | ✓ | | |
| Walking | Periods of walking required to perform tasks | | | ✓ | | |
| Bending | Forward bending from waist to perform tasks | ✓ | | | | |
| Kneeling | Remain in a kneeling position to perform tasks | ✓ | | | | |
| Lifting/Carrying | Light lifting and carrying | ✓ | | | | |
| | Moderate lifting and carrying | ✓ | | | | |
| | Assisted lifting (mechanical, equipment, person assist) | ✓ | | | | |
| Climbing/Working at heights | Ascending and descending ladders, stools, scaffolding | | | | | ✓ |
| Pushing/Pulling | Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment) | ✓ | | | | |
| Reaching | Arms fully extended forward or raised above shoulder to perform tasks | ✓ | | | | |
| Crouching | Adopting a crouching posture to perform tasks | ✓ | | | | |
| Foot movement | Use of leg and/or foot to operate equipment (or machinery) | | ✓ | | | |
| Head postures | Holding head in a position other than neutral (facing forward) to perform tasks | | ✓ | | | |
| Fingers/Hand/Arm movement | Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens) | | | ✓ | | |
| Grasping/Fine manipulation | Gripping, holding, clasping with fingers or hands | | | | ✓ | |

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| Aspects of normal workplace | | Frequency | | | | |
|-----------------------------|--|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Physical Demands | | | | | | |
| Driving | Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.) | ✓ | | | | |

| Aspects of normal workplace | | Frequency | | | | |
|------------------------------------|--|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Psychosocial Demands | | | | | | |
| Shift work | Rotation of shifts on a rostered basis including day, afternoon or night | | | | | ✓ |
| Distressed people | Highly emotional people crying, upset, unhappy (eg: emergency or grief situations) | | ✓ | | | |
| Aggressive/Unpredictable people | Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness) | | ✓ | | | |
| Exposure to distressing situations | (eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased) | | ✓ | | | |
| Environmental Demands | | | | | | |
| Gases | Working with explosive or flammable gases requiring precautionary measures | | | | | ✓ |
| Liquids | Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE | ✓ | | | | |
| Noise | Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard | | | | | ✓ |
| Biological hazards | Exposure to body fluids, bacteria, infectious diseases requiring PPE | ✓ | | | | |
| Cytotoxic hazards | Handling and/or preparation of cytotoxic materials | ✓ | | | | |
| Radiation | | | | | | ✓ |

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Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

| | | |
|----------------------|--|-------|
| EMPLOYEE NAME: | | |
| EMPLOYEES SIGNATURE: | | DATE: |
| MANAGER'S NAME: | | |
| MANAGER'S SIGNATURE: | | DATE: |