



Position number:

Position: Pharmacist Grade 2 – Maternity Leave Cover

Visa sponsorship is NOT available for this role

EBA: Victorian Public Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement

Salary: As per award

Superannuation: 11 %

Working hours: 76 hours per fortnight.

Basis of employment: Fixed Term – Maternity Leave cover with potential for Permanent Employment

Location: Hamilton

Team: Pharmacy

Line manager: Director of Pharmacy

Contact for enquiries: Julianne Thomson. Phone: 0355 51 8509, email: julianne.thomson@wdhs.net

Please do not send your application to this contact

How to apply: Online applications. Go to <https://wdhs.net/v2/home/careers/> then find the position by title or number and apply

ABOUT US

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

Western District Health Service have a new Chemotherapy facility with an onsite Oncologist available for our patients. The Chemotherapy department service patients from Hamilton and Surrounding areas. The unit is continuously growing in patient size. A background in Chemotherapy is desirable but not essential as training will be provided to the successful applicant.

WDHS currently have 19 different clinical placement partners from Vic, SA, WA, NT, NSW and QLD.

We currently have an internship program with CQU for the Bachelor of Nursing.

We are also involved with Allied Health Services, Nursing, Medicine and currently have a Pharmacy student partnership with La Trobe and Monash Universities.

With a population of approximately 10,000 people and a catchment of 16,500 people, Hamilton is in Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

About the Role:

The Pharmacist Grade 2 is responsible for providing a comprehensive pharmaceutical service to inpatients, outpatients, residents, and staff of Western District Health Service.

To ensure that all pharmacy procedures are carried out in accordance with the Society of Hospital pharmacists or Australia "Guidelines for the Practice of Hospital pharmacy", relevant Acts, Regulations, Guidelines, and the pharmaceutical code of ethics.

Key responsibilities and duties

- Participate in the provision of a clinical pharmacy service including individual patient supply of medications where this system is used.
- Participate in the provision of a drug delivery system based on the imprest and requisition systems in the wards and departments where these systems are used.
- Participate in dispensing Outpatient, Discharge and Staff prescriptions.
- Participate in the operation of intravenous additive, intravenous nutrition, and cytotoxic therapy programs.
- Keep the Director of Pharmacy informed of trends and changes in medical and nursing practice in the hospital.
- Participate in the provision of drug information to medical, nursing staff and the general public.
- Participate in the multidisciplinary clinical meetings.
- Participate in education programs for students, nurses and community groups where required.
- Participate in the training and supervision of Pharmacy Students and the provision of work experience to secondary school students interested in undertaking a career in pharmacy.
- Participate in the training and supervision of Pharmacy technicians and other non-qualified staff.
- Participate in the implementation of QA activities.
- Participate in patient counselling.
- Participate in the development of WDHS and Pharmacy Policy and Procedures.
- Ensure that appropriate occupational health and safety procedures and protocols are complied with in the Pharmacy Department and report issues as they arise in the appropriate manner.
- Ensure all grievance and disciplinary procedures are strictly adhered to within the Pharmacy Department and maintain a current procedure manual of duties carried out.

Staff

- You will be working with a team that is Dynamic, Enthusiastic, Innovative and Supportive, in a Fun filled environment.
- You will be working within a close-knit team environment.
- You will be working in a team that provides a high standard of service and will ensure that good communication is maintained within the team.
- You will report all incidents and hazardous situations to the Occupational Health and Safety Officer when required.

Other

- You will be encouraged to continue your education by attending seminars and conferences, which will require approval from the Chief Medical Officer.
- You will be required to ensure Quality Assurance activities are undertaken in line with the hospital's commitment to Total Quality Management.
- Ensure that a high standard of service is maintained within the Pharmacy Department with good and open communication and evaluation of performance.

About You:

Selection Criteria:

ESSENTIAL

- You are required to be Registered as a Pharmacist with AHPRA with extensive hospital pharmacy

experience and post graduate pharmacy qualifications or other relevant qualifications.

- You must Demonstrated knowledge of clinical governance processes and experience implementing quality improvement activities, patient safety and risk management.
- You must have a Commitment to the WDHS Values of Integrity, Innovation, Collaboration, Accountability, Respect and Empathy and ability to exhibit behaviour which reflects our values.
- You must have a demonstrated understanding of the importance of teamwork in a health service environment, including the ability to work collaboratively and cohesively with colleagues, supervisors, and other staff at WDHS.

Benefits of Working with Us:

Staff benefits

- Flexible working arrangements (full & part-time, contract)
- External professional development funding support after 12months
- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
Generous salary packaging on pre-tax income on mortgage/rent and other living expenses (up to \$9,010) and entertainment and meals (up to \$2,600) and novated vehicle leasing.
- Relocation support: Cash payment (\$2,000 pro rata), financial assistance, accommodation/housing support (up to 6 months).
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.
- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements:

- Current police check is required for this role
- Current working with children check is required for this role & must demonstrate an understanding of appropriate behaviours when engaging with children
- Current driver's licence is required for this role
- This position will entail some call back work on a rotating roster basis.

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Divisional Head:			
Department Head:			

Employee:			
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Position code: <i>People and Culture Department use only</i>	
Date revised: <i>People and Culture Department use only</i>	

When revised please forward electronic copy to:
People and Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)