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## Position Description

|                       |   |
|-----------------------|---|
| <b>Title</b>          | <b>Senior Clinical Pharmacist – Grade 3</b>   |
| <b>Department</b>     | <b>Pharmacy</b>   |
| <b>Classification</b> | <b>SX6 to SX81 (depending on experience)</b>  |
| <b>Agreement</b>      | <b>Medical Scientists, Pharmacists and Psychologists Enterprise Agreement 2012-2016</b> |
| <b>Responsible to</b> | <b>Director of Pharmacy</b>   |
| <b>Cost Code</b>      | <b>N0002</b>  |

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### The Royal Women's Hospital

The Royal Women's Hospital (The Women's) has provided health services to women and newborn babies in Victoria since 1856, and is now Australia's largest specialist public hospital dedicated to improving women's and newborn's health and wellbeing. In 2013, The Women's became a multi-campus hospital that now supports women and newborns at Sandringham Hospital. Today The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and women's cancer services.

### The Women's Declaration

The Women's believes that health equity for all women is more than a vision; it's a responsibility. The Women's Declaration reflects these principles with a philosophy that fundamentally captures the essence of who we are, as well as, our organisational values to ensure that in everything we do, we value courage, passion, discovery and respect.

This is a declaration of The Women's role, function, purpose and promise:

We recognise that sex and gender affect women's health and healthcare

We are committed to the social model of health

We will care for women from all walks of life

We will lead health research for women and newborns

We will innovate healthcare for women and newborns

We will be a voice for women's health

In everything we do, we value courage, passion, discovery and respect

### Strategic Directions

The Women's Strategic Plan 2016-2020 contains our strategic goal and four strategic directions which are pivotal to achieving our vision of transforming healthcare for women and newborns in Victoria.

Our strategic goal is that patients and consumers are at the heart of everything we do.

The four strategic directions are:

- To provide an exceptional patient and consumer experience that delivers improved health outcomes for women and newborns
- To provide state-wide leadership in women's and newborns' healthcare
- That our research, knowledge translation and innovation will lead and drive better health outcomes for women and newborns
- That we will invest in our people and our resources to meet the changing needs of our patients and consumers
- Be aware of and work in accordance with Hospital policies and procedures, including:

Code of Conduct  
 Confidentiality  
 Data Accountability Framework  
 Infection Control  
 Occupational Health and Safety  
 Patient Safety  
 Performance Development Management  
 Respectful Workplace Behaviours  
 Risk Management

- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.  
 As a consequence all staff are responsible and accountable to ensure that (within their area of work):
  - Data recording and reporting, (including RWH external reporting ) is timely, accurate (ie error free) and fit for purpose
  - Data management system policies and control processes are complied with on all occasions
  - Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

## **Statutory Responsibilities**

The position holder must comply with the statutory requirements and legal domains which govern practice, such as:

- Health Professionals Registration Act 2005
- Drugs, Poisons and Controlled Substances Regulations 2006
- Occupational Health and Safety Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Other relevant acts; codes; standards (see OHS website)

## **Department/Unit Specific Overview**

The Pharmacy Department provides a comprehensive pharmacy service to all patients of the hospital. Our major areas of focus are the safe use of medicines and the quality use of medicines; providing information as required to consumers and health care professionals.

We liaise with nursing and midwifery staff, medical staff and allied health professionals as part of the multidisciplinary team caring for our patients.

The Pharmacy Department has a culture of continually reviewing processes, to deliver quality services efficiently.

## **Position Purpose**

The senior clinical pharmacist has the responsibility of coordinating the pharmacy services provided in the areas directly under her supervision. This includes the operational and planning for the clinical areas – maternity, neonatal, gynaecology and oncology wards.

## **Responsibilities & Major Activities**

- Foster and co-ordinate clinical pharmacy services in line with departmental goals.
- Provide clinical leadership, innovation and direction, focussing on the promotion of the department's image and quality assurance activities.
- Responsible for supervision and support of the pharmacy staff providing services in the area.
- Liaise with QUM Pharmacist for medicines safety issues for the department.
- Co-ordinate the intern program for the department and support the intern preceptor in his/her role
- Co-ordinate and organise the training program for the clinical pharmacy areas.
- Coordination of the AMS program in the hospital
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Ability to represent pharmacy on relevant committees & working groups

## **Duties**

- Co-ordinate the delivery of clinical pharmacy services, including quality assurance activities such as clinical intervention monitoring.
- Liaise with the QUM Pharmacist in matters relating to medicines safety and the quality use of medicines.
- Provide direct clinical services to a specialist area.
- Regularly attend and participate in relevant ward rounds.
- Represents the pharmacy department at the medicine safety committee meetings and other committees as appropriate.
- Coordinate the antimicrobial stewardship working group meetings and recording of the minutes.
- Communicate and liaise with patients, medical, nursing and other professional staff as required.
- Organise, co-ordinate and chair regular clinical meetings for pharmacists.
- Set KPIs for clinical service and review performance.
- Development, update and review relevant guidelines and medicine protocols

- Co-ordinate the Drug Utilisation Evaluation reports for the clinical areas.
- Present educational sessions to internal and external staff.
- Actively participate in clinical staff development through continuing education, attendance and presentations at conferences.
- Participate in tutorials and practice exams for intern pharmacists
- Provide support for research within the pharmacy department
- Advise the Director of Pharmacy on matters concerning revision and improvement of work procedures.
- Assist in the planning, co-ordination and implementation of training programs for new staff
- Participation in weekend and on-call rosters.
- Assist with various additional departmental duties as required, in times of staff shortage

### **Key Performance Indicators**

- Ensure prompt assessment and provision of pharmacy services
- All incidents responded to and reported appropriately
- Regularly report at staff meetings
- Establish best practice guidelines
- Review and implement guidelines and procedures after consultation with the Director
- Regularly monitor key indicators and report to the Director
- Pursue self-directed professional development
- Customer satisfaction

### **Key Selection Criteria**

#### **Experience/Qualifications/Competencies**

##### **Experience/Qualifications**

The general qualifications perceived as necessary to carry out the objectives and duties of the position

- B. Pharmacy or equivalent
- Registered to practise with the Pharmacy Board
- General Pharmacy knowledge and experience relevant and appropriate to the position
- Post graduate qualifications relevant to the role is preferred

##### **Attributes**

- Able to demonstrate excellent communication skills.
- Able to demonstrate good time management and organisation skills.
- At least 5 years experience in hospital clinical pharmacy is desirable.
- Demonstrates a positive attitude and an ability to practise in a professional manner and in keeping with the department's philosophy of customer/patient focus.
- Demonstrates commitment to further education.
- Provides a service which is courteous, friendly, supportive and professional.

#### **Organisational Relationships**

All major policy decisions should be discussed with the Director of Pharmacy before implementation.

Internal relationships

- Patients
- Clinical staff
- Nursing staff
- Pharmacy staff

External relationships

- Other health providers

- Other hospital departments
- Professional societies and committees

### Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

***This table is to be completed by the Manager with assistance from OH&S if required. If there are more specific inherent requirements which you would like to include in this document please contact OH&S***

| Physical Demands  | Frequency              |
|---|------------------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night                             | NA                     |
| <b>Sitting</b> – remaining in a seated position to complete tasks                             | Frequent               |
| <b>Standing</b> - remaining standing without moving about to perform tasks                    | Occasional             |
| <b>Walking</b> – on various surfaces – internal and external                                  | Constant               |
| <b>Lean forward / forward flexion from waist</b> to complete tasks                            | Rare                   |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                              | Rare                   |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks                          | NA                     |
| <b>Squatting / crouching</b> – adopting these postures to complete tasks                      | NA                     |
| <b>Leg / foot movement</b> to operate equipment   | NA                     |
| <b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps            | occasional             |
| <b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos                      | occasional             |
| Moderate lifting and carrying 5- 10 kilos   | NA                     |
| Heavy lifting and carrying – 10 – 20 kilos.   | NA                     |
| <b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg              | occasional             |
| – moderate push / pull forces 10 – 20 kg  | NA                     |
| – heavy push / pull forces over 20 kg   | NA                     |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                         | Rare                   |
| <b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)  | Rare                   |
| <b>Sequential repetitive actions in short period of time</b>                                  |                        |
| – Repetitive flexion and extension of hands wrists and arms                                   | Occasional             |
| – Gripping, holding, twisting, claspings with fingers / hands                                 | Occasional             |
| <b>Screen Based Work</b> – using computer screen, keyboard and mouse                          | Prolonged and Constant |
| <b>Driving</b> – operating any motor powered vehicle with a valid Victorian driver's license. | NA                     |
| <b>Sensory demands</b>  |                        |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    | Prolonged and Constant |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       | Prolonged and Constant |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift.                   | frequent               |
| <b>Psychosocial demands</b>   |                        |
| <b>Observation skills</b> – assessing / reviewing patients in /outpatients                    | Prolonged and Constant |
| <b>Problem Solving</b> issues associated with clinical and non clinical care                  | Prolonged and Constant |
| <b>Attention to Detail</b>  | Prolonged and Constant |
| <b>Working with distressed people and families</b>  | NA                     |
| <b>Dealing with aggressive and uncooperative people</b>                                       | rare                   |
| <b>Dealing with unpredictable behaviour</b>   | NA                     |
| <b>Exposure to distressing situations</b>   | rare                   |

*Definitions used to quantify frequency of tasks / demands as above*

|                      |                                    |
|----------------------|------------------------------------|
| Prolonged / Constant | 70 – 100 % of time in the position |
| Frequent             | 31 - 69 % of time in the position  |
| Occasional           | 16 – 30% of time in the position   |
| Rare                 | 0 – 15% of time in the position    |
| Not Applicable       |                                    |

Employee Name  
Employee Signature

Date:

Manager Name  
 Manager Signature

Date:

**Developed Date:** October 2012  
**Developed by:** Director of Pharmacy  
**Date of next Review:** October 2013

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| <b>Sitting</b> – remaining in a seated position to complete tasks                             | Prolonged/constant   |
| <b>Standing</b> - remaining standing without moving about to perform tasks                    | Rare                 |
| <b>Walking</b> – floor type even, vinyl, carpet,  | Frequent             |
| <b>Lean forward / forward flexion from waist</b> to complete tasks                            | Rare                 |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                              | Rare                 |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks                          | Rare                 |
| <b>Squatting / crouching</b> – adopting these postures to complete tasks                      | n/a                  |
| <b>Leg / foot movement</b> to operate equipment   | n/a                  |
| <b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps            | Occasional           |
| <b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos                      | Occasional           |
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| – Gripping, holding, twisting, clasping with fingers / hands                                  | Rare                 |
| <b>Driving</b> – operating any motor powered vehicle with a valid Victorian driver's license. | n/a                  |
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|   |                      |
|---|----------------------|
| <b>Attention to Detail</b>                              | Prolonged / Constant |
| <b>Working with distressed people and families</b>      | Rare                 |
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Employee Name  
Employee Signature

Date:

Manager Name  
Manager Signature

Date:

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**Developed Date:** September, 2017  
**Developed by:** Acting Director of Pharmacy  
**Date of Next Review:** December, 2020

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