



## Pharmacist Grade 2

<b>DIVISION</b>	Clinical Support Services
<b>TEAM</b>	Pharmacy
<b>STAFF CAPABILITY STATEMENT</b>	Please click here for a link to <a href="#">staff capabilities statement</a>

### **BENDIGO HEALTH**

Bendigo Health is a leading healthcare provider in regional Victoria, known for its high level of professionalism and its engagement with the community. With more than 3500 staff and covering an area a quarter the size of Victoria, Bendigo Health has over 650 beds which treats over 42,000 in-patients, attends to 50,000 emergency cases and delivers approximately 1350 babies each year. In addition we have a 20 bed intensive care unit, an 80-bed integrated psychiatry facility and 11 operating theatres where almost 13,000 surgical procedures are performed annually.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice and palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

### **OUR VISION**

Healthy Communities and World Class Healthcare

### **OUR ROLE**

Empowering People and Working Together

### **OUR VALUES**

<b>Caring:</b>	We care for our community
<b>Passionate:</b>	We are passionate about doing our best
<b>Trustworthy:</b>	We are open, honest and respectful

### **THE CLINICAL SUPPORT SERVICES DIVISION**

The Clinical Support Services division is led by the Chief Medical Officer. It includes Pharmacy, Pathology, Infection Prevention and Control, Quality and Risk, and Medical Imaging.

### **THE PHARMACY DEPARTMENT**

The Pharmacy Department's core activities are central to medication supply, medication information and medication safety at Bendigo Health. The Pharmacy service supports effective medication management by

both hospital staff (doctors, nurses, allied health) and hospital inpatients, outpatients as well as to specific groups of community patients.

## **THE POSITION**

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Pharmacist works to provide:

- the safe, accurate and timely provision of medications and medicines information to the hospital and patients
- quality customer service to hospital staff and patients

## **KEY RESPONSIBILITIES AND DUTIES**

### **WARD PHARMACY AND SUPPLY OF MEDICATION**

To dispense prescriptions to inpatients, and supply medications as required to wards and authorised departments, by a Pharmacist controlled ward imprest system, or by requisition.

When requested, or routinely, to review original medication orders for each patient, checking and clarifying orders, where necessary, with regard to doses, indications, adverse reactions, interactions, legality and cost.

To participate in the ward pharmacy services as designated and perform such duties in accordance with recognised professional standards; undertaking medication reconciliation, preparation of pharmaceutical care plans and other clinical duties as appropriate for optimal patient care.

To dispense prescriptions on discharge and when appropriate, or routinely, to counsel patients who are being discharged, and/or their relatives or carers, on the use of their medications.

When requested, or routinely, counsel patients who are self-medicating on the use of their medication.

To participate in the manufacture of aseptic (including cytotoxics) and non-aseptic pharmaceuticals as required.

To assist the Director of Pharmacy in the development of policies and procedures for the Pharmacy Department.

To assist the Director of Pharmacy in the co-ordination of specialised services

Ability to act as a point of reference within area of specialisation

### **INFORMATION AND ADVISORY SERVICE**

To offer advice and information to staff in regard to pharmaceuticals and pharmacy related issues, both verbally and by contribution to the Pharmacy Bulletin, and take part in the continuing education and formal teaching programmes of the pharmacy department.

## **ADMINISTRATION**

To perform clerical and administrative duties associated with the issue of various categories of pharmaceuticals.

To assist the Director of Pharmacy in the purchase, preparation, storage and maintenance of pharmacy stocks.

To assist the Director of Pharmacy in the documentation of drug use and the preparation of orders.

To maintain, under the direction of the Director of Pharmacy, all necessary records of drugs held and dispensed, observing all statutory laws and regulations relating to such drugs.

To assist the Director of Pharmacy in the preparation of statistics on drug usage and costs.

To assist the Director of Pharmacy in other administrative functions.

To be actively involved in the Pharmacy Department's Quality Improvement program

To actively participate in staff meetings, providing information and initiatives, and assisting in their implementation.

To maintain a co-operative and close professional working relationship with other staff in the Pharmacy Department and with wards and other departments.

To supervise the activities of the unqualified pharmacy staff as required

## **Hours**

- 64 hours per fortnight
- Oncall, weekends and public holidays as rostered, depending on experience

## **Departmental Responsibilities**

- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development as required.
- Participate in quarterly rotations as required
- Development and / or delivery of department education programs for Pharmacy students, or pharmacy technicians
- Other duties as determined by manager
- Maintain and update pharmacist orientation program to clinical service
- Contribute to the strategic plan for pharmacy services which address Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives

Employees are required to carry out lawful directions outlined above or delegated to them.

## **GENERIC RESPONSIBILITIES AND REQUIREMENTS**

### **Code of Conduct**

The Victorian Government's Code of Conduct is binding on all Bendigo Health Care Group staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

### **Compliance with Policies and Procedures**

All Bendigo Health Care Group's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

### **Occupational Health and Safety**

Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

### **Infection Control**

Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in the Group's infection control manuals. Any breach in compliance may result in disciplinary action.

### **Confidentiality**

All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

### **Quality Improvement**

Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

## **KEY SELECTION CRITERIA**

### **Essential Skills & Attributes**

- A Bachelor of Pharmacy or equivalent degree and current registration with the Pharmacy Board of Australia
- A current and satisfactory National Police Record Check must be presented or arranged at the time of commencement (not required for current Bendigo Health staff)
- A sound knowledge of pharmacotherapeutics and hospital pharmacy practice
- Compliance with pharmacy and hospital procedures relating to their responsibilities
- Experience in hospital pharmacy
- Ability to work as part of a team, as well as to work independently

- Ability and willingness to supervise pharmacy trainee or undergraduate students in the performance of their day to day responsibilities in consultation with senior pharmacy staff
- Capacity to assign priority to responsibilities and to meet time constraints
- Ability to give excellent customer service to both internal and external customers
- Demonstrated ability to coach and support others
- Ability to demonstrate decision making skills
- Ability to maintain accuracy while providing a timely and efficient service

#### **Highly Desirable Skills & Attributes**

- Advanced computing skills, including relevant word processing and spreadsheet programs
- Demonstrated experience in aseptic and non-aseptic manufacturing of products
- Ability to interact and communicate with a diverse range of people at all levels
- A willingness and ability to learn
- Flexibility to operate in an environment of change and continuous improvement
- A personal approach which is positive, enthusiastic, friendly and helpful

***All Bendigo Health sites, workplaces and vehicles are smoke free.***

***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 Bendigo Health's discretion and activities may be added, removed or amended at any time.***