

POSITION DESCRIPTION – Alfred Health/The Alfred/Caulfield Hospital/Sandringham Hospital

Date revised: November 2011

POSITION:	Senior Clinical Pharmacist – General Medicine
AWARD/AGREEMENT:	HSU 4
CLASSIFICATION TITLE:	Hospital Pharmacist SX6 – SX81
DEPARTMENT/UNIT:	Pharmacy
DIVISION:	Medical Services
ACCOUNTABLE TO:	Deputy Director of Pharmacy – Clinical

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT

The Pharmacy services operate over 4 sites within Alfred Health and involve in training interns, undergraduate and overseas research students. Pharmacists are essential members of all clinical teams and have a critical role in patient management. Their understanding of Pharmaceutics, Pharmacology and Medicine Management ensures Alfred Health patients receive the best pharmacy care possible. The service has 3 key priorities:

Medication Safety

Cost effective use of medicines

Delivery of specialist pharmacy expertise at critical points in the patient care pathway

Services have been aligned with the Alfred Health clinical programme structure

Further information is available at www.alfredhealth.org.au/Department.aspx?ID=180

TEAM SPECIFIC INFORMATION – GENERAL MEDICINE

The General Medical Unit at The Alfred is a dynamic well supported unit with an education and research focus. The unit is dedicated to the care of complex, multi-morbid and often elderly patients, providing care in both an inpatient and ambulatory care setting. There is a strong interdisciplinary approach to care within the unit.

The unit is divided into four sub-units, which are co-located on one floor of the hospital. The pharmacy service to General Medicine is extensive and includes several pharmacist-led initiatives and an extended hours service.

The unit also provides a comprehensive ambulatory service for patients in the GMU outpatient clinics, including proactive follow up to patients with chronic disease who are at risk of hospitalisation and review of patients post-discharge from an inpatient admission. This service includes independent pharmacist review of select patients in the outpatient setting.

The Senior Clinical Pharmacist – General Medicine position is a clinical leadership position. Working closely with the Lead Clinical Pharmacist, the post will provide progressive advanced level patient-centred care across General Medicine. The Senior Clinical Pharmacist – General Medicine will be responsible for the delivery and development of clinical pharmacy services to the Ward 4WA Accountable Care Unit.

This post has a key role in the managing and mentoring of junior pharmacists rotating through the service. This would also include undergraduate student placements, intern rotations, postgraduate student placements and a contribution to medical, nursing, allied health and pharmacy education.

Research is an essential part of pharmacy services at Alfred Health. The post holder would also be expected to contribute to the research and educational activities of the General Medicine teams as well as pursue their own research.

POSITION SUMMARY

- Coordination and management of the clinical pharmacy services of the Alfred Health Pharmacy Service to General Medicine.
- Provision of safe, efficient and economical use of medicines.
- Supervision of relevant pharmacy staff in the performance of their day to day responsibilities.
- Ensuring relevant pharmacy staff compliance with pharmacy and hospital procedures relating to their responsibilities including but not limited to Drug Formulary and Drug Guidelines
- Mentoring and performance management of relevant pharmacy staff and post and undergraduate pharmacists.
- Development and contribution to practice based research program relevant to the pharmacy, Directorate or Service.
- Provision of a clinical pharmacy service to a specified clinical unit or ward.
- To improve outcomes from pharmacological interventions by providing a highly specialist clinical pharmacy service to designated clinical teams within the organisation
- Ensuring relevant local drug budgets are monitored and managed and information provided to advise prescribers and pharmacy on local drug use

DIRECT REPORTS :

- Rotational clinical pharmacists (Grade 1 and 2) working in the Directorate or Service
- Intern pharmacists while working in the Directorate or Service

KEY RESPONSIBILITIES

Clinical Practice and Service Provision

- Coordinate the day to day activities of a clinical pharmacy service to a Directorate or specific service.
- Actively contribute to various drug utilisation and medication evaluation programs
- Liaise with outside agencies to clarify patient medication records to improve patient care and reduce risk.
- Contribute to achieving the best use of medicines, by enabling informed patient choice and implementation of best practice guidelines
- Coordinate and prepare monthly key performance indicator summaries for all areas of responsibility and report to Deputy Director of Pharmacy
- Contribute to the monthly financial analysis and annual budget plan of the relevant clinical directorate
- Provision of a clinical pharmacy service to a specified clinical unit or ward as detailed in the Clinical Pharmacy Service Scope of Practice.
- Support other members of the organisation pharmacy team on prescription safety and medicines management.
- To regularly participate in multidisciplinary team meetings, CPA meetings to review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy and tolerability).
- Review and advise on the management of patients receiving complex pharmacological treatments, or not responding to existing or established treatment regimes.
- To provide educational meetings/ training and awareness sessions for carer and user groups on the best use of medicines within the organisation and where appropriate other groups outside of the organisation
- To undertake the answering of medicines information queries in response to patients, carers and all healthcare staff within the organisation

Policies and Procedures

- Update and maintain current policies relating to the clinical pharmacy service including documentation within ISO9001:2008.
- Update and maintain developmental plans specific to the pharmacy directorate in the departmental developmental and governance business plan.
- Ensure there is ongoing review of all local clinical pharmacy procedures to ensure that these are appropriate, effective and followed by staff.
- Ensure pharmacy staff compliance with pharmacy and hospital procedures relating to their responsibilities including but not limited to Drug Formulary, Drug Guidelines and medication chart, prescription and activity documentation.

Staff Management and supervision

- Update and maintain pharmacist orientation programs to all clinical services of the relevant Alfred Health Pharmacy Service to a Directorate or specific service.
- Ensure staff are trained and credentialed appropriately.
- Conduct clinical mentoring of pharmacist and trainees within area of responsibility in consultation with the Senior Pharmacist: Clinical Education
- Conduct performance management of all staff within area of responsibility
- Identification of training and educational requirements and priorities in conjunction with the Senior Pharmacist: Clinical Education
- Oversee supervision of all pharmacists, scientists, trainees and students working within area of responsibility

- Coordinate fortnightly clinical meeting within area of responsibility
- Coordinate ADO and annual leave of relevant staff with Senior Management Team

Research and Audit

- Development and contribution to a practice based research program relevant to the pharmacy, Directorate or Service.
- Present advances in practice at appropriate pharmacy and medication forums
- Publish advances in practice in appropriate peer reviewed journals

Service Development and Strategy

- Implementation of a succession plan for all clinical positions
- Identify and introduce new clinical pharmacy practices that can result in improved medication use.
- Contribute to the strategic plan for pharmacy services which addresses Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives.
- Develop, implement and report measures and benchmarks for the Alfred Health Pharmacy Service to a Directorate or specific service.
- Participation in development of departmental policies and procedures
- Identifying and developing pharmacy risk management processes
- Supporting the Trust in controlling risks associated with medicines use
- Feeding back to the groups on relevant issues.
- To formulate proposals for the introduction of new medicines into the organisation taking into account any national recommendations, new evidence, other expert recommendation for evaluation by the organisation Drugs and Therapeutics Committee
- To be involved in locality clinical effectiveness programs, and to advise on pharmaceutical issues
- To work with in-patient and community teams to identify pharmaceutical issues and produce guidance on how to deal with them
- Assist in the various university undergraduate and postgraduate experiential placement programs
- To provide education to patients and carers on the best use of their medicines, on an individual basis, to achieve informed consent and the most appropriate use of their medication.
- To provide information and advice on drug usage and costs to medical and nursing staff within designated areas of practice, and Trust wide where appropriate
- To provide accurately and timely information for management purposes to ensure that the systematic provision of services is achieved.
- To train staff in the use of medicine related policies, to ensure safe and effective practice.

General

- Assist the Deputy Director of Pharmacy in general administrative responsibilities when requested.
- Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.
- Participate in weekend, public holiday and on-call services according to departmental roster.
- Actively participate in the Alfred Health Performance Management Program.
- Maintain and document ongoing CPD at a level applicable to the post.
- Practice within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
- Attended and actively contribute to the pharmacy department meetings and educational forums.

- Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met
- Practice as detailed in the various hospital policies and procedures.
- Participate in the pharmacy department and Alfred Health quality management programs.
- This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the department's annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Provide Grade I/II pharmacists working in the unit with appropriate supervision, training and instruction in accordance with Alfred Health policies
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

KEY CAPABILITIES AND VALUES:

Skills:

- Ability to demonstrate leadership and decision making skills
- Demonstrated knowledge in pharmacotherapeutics in General Medicine
- Communicates regularly with pharmacists outside the organisation through active participation in the affairs of pharmacy professional organisations.
- Ability to search and analyse medical and paramedical literature

- Advanced presentation and writing skills
- Ability to liaise with individuals from other departments including medical, nursing and administrative staff
- Ability to communicate in spoken and written English
- Advanced computer skills

Core attributes:

- Leadership and commitment to service development and mentoring
- Commitment to patient care
- Customer focused
- Courtesy, reliability and thoroughness
- Motivated, enthusiastic and initiative
- Commitment to continuing education and professional development
- Attention to detail and accuracy

Values

Values consistent with those of Alfred Health, which are integrity, accountability, collaboration and knowledge.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Registered pharmacist with AHPRA
- Relevant clinical post-graduate qualification such as Masters in Clinical Pharmacy Practice or equivalent
- Completion of a specialist qualification, or completion or progression towards a PhD highly desirable
- Credentialed or a portfolio that demonstrates progression towards credentialing as Advanced (Level 2 or 3) on the Australian Advanced Level Framework highly desirable

Experience:

- Extensive experience in the provision of an advanced clinical pharmacy service to General Medicine or related specialty unit
- Extensive hospital pharmacy experience with a demonstrated understanding of contemporary practice in hospital clinical pharmacy services, QuM and therapeutics.
- Extensive experience in the critical evaluation of medical literature and demonstrated ability to translate into clinical practice
- Superior administrative and organisational skills, and exhibit the ability to work and communicate effectively with pharmacy staff and other health professionals.
- Extensive experience in supervision and mentoring staff

Position Description authorised by: Director of Pharmacy

Date: December 2015