

Position Description

Business Unit: DIVISION CANCER MEDICINE

Job Title	Pharmacist																
Grade/Classification	Grade 2																
Award	HSUA No. 4 Branch																
Location	Melbourne																
Department	Pharmacy																
Cost Centre	N0002																
Reporting To:	Direct: Director of Pharmacy Indirect: Deputy Director of Pharmacy																
Main Purpose of Position	To participate as an active member of the pharmacy team to provide safe, rational and cost-effective pharmaceutical care for patients of the Institute, Institute staff and others by arrangement.																
Key Effectiveness Areas	<ul style="list-style-type: none"> • Drug therapy for individual patients is assessed, monitored, and appropriate advice given • Patients are counseled effectively • Correct medications are available for patient administration when needed • Provision of drug information • Dispensing and distribution of medicines • Preparing pharmaceutical products, including Clinical Trial medications • Coordination of the daily work of a section of the pharmacy service to ensure work of the section is completed within normal working hours • Regulations, policies, guidelines and standards of practice are followed • Active participation in pharmacy practice research and quality projects • Active participation in clinical supervision, education and other CPD activities • Active participation in pharmacy programs 																
Number of Direct Reports	N/a																
Decision Making Authority																	
Key Relationships	<p>Internal:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Pharmacy staff</td> <td style="text-align: right;">Daily</td> </tr> <tr> <td>Patients</td> <td style="text-align: right;">Daily</td> </tr> <tr> <td>Institute medical and nursing staff</td> <td style="text-align: right;">Daily</td> </tr> <tr> <td>Institute health professionals</td> <td style="text-align: right;">Daily</td> </tr> </table> <p>External:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Pharmacists</td> <td style="text-align: right;">As required</td> </tr> <tr> <td>Medical practitioners</td> <td style="text-align: right;">As required</td> </tr> <tr> <td>Home nursing services</td> <td style="text-align: right;">As required</td> </tr> <tr> <td>Other health professionals</td> <td style="text-align: right;">As required</td> </tr> </table>	Pharmacy staff	Daily	Patients	Daily	Institute medical and nursing staff	Daily	Institute health professionals	Daily	Pharmacists	As required	Medical practitioners	As required	Home nursing services	As required	Other health professionals	As required
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<p>Experience/Qualifications</p>	<p>Qualified Pharmacist, registered with the Pharmacy Board of Victoria Experience in clinical pharmacy practice Experience in oncology pharmacy practice desirable Demonstrated competency in the following areas:</p> <ul style="list-style-type: none"> • quality use of medicines including patient counseling and provision of drug information • dispensing medicines • preparing pharmaceutical products • organisational and pharmacy practice skills <p>Personal attributes including:</p> <ul style="list-style-type: none"> • achievement drive, self confidence and initiative, • communication skills, • development of effective working relationships, • flexibility, • integrity, commitment and loyalty, • cognitive skills, • persuasiveness and negotiating ability.
<p>Performance Objectives</p>	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Adherence to principles of quality use of medicines including establishing a patient medication history, review of medication orders and provision of patient counseling, as appropriate to work area. (100%) • Accurate recording of clinical activities statistics appropriate to work area. • Active participation in the department and Centre Quality and Safety activities • Active participation in clinical supervision of undergraduate pharmacy students and post graduate pharmacy Interns and others as required. • Regular active participation in continuing professional development activities (internal and external) including presentation at conferences as appropriate • Implementation of Regulations, Institute policies, guidelines and professional standards of practice (100%) • Regular participation in On-call and Weekend rosters

<p>Continuous Quality Improvement</p> <p>Infection Control Adheres to the principles of Infection Control in accordance with Peter Mac policies and procedures</p> <p>Occupational Health & Safety Takes all reasonable steps to ensure a safe environment.</p> <p>Understands emergency procedures and location of emergency equipment.</p> <p>Privacy Adheres to the Peter Mac privacy policy</p>	<ul style="list-style-type: none"> • Complies with Infection Control policies and procedures 100% of the time. • Completes incident reports 100% of the time and responds appropriately to OH&S incidents. • Attends Health & Safety training on emergency procedures annually and is capable of identifying emergency equipment in place. • Direct care staff will attend the yearly update on theory of fire, code red and orange responses and use of extinguishers. • Follows established procedures
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Performance Objectives	Key Performance Indicators
<p>Human Resource Management</p> <p>Human Resources Takes all reasonable steps to prevent bullying, discrimination and harassment in the workplace</p> <p>Performance Development & Review: Participates in and/or conducts annual performance development and review.</p> <p>Recruitment & Selection: Adheres to Peter Mac policy</p> <p>Performance Management Adheres to Peter Mac policy</p>	<ul style="list-style-type: none"> • Complies with Peter Mac policies to maintain a safe work place. • Participates and/or conducts annual performance development and review on 100% of staff. • Follows established procedures • Follows established procedure and guidelines

Proficiency Level required to be indicated against each value.	A= Proficient B= Advanced C= Expert	
Values	Key Behaviours:	Proficiency Level

<p>Patients and their carers come first</p>	<p style="text-align: center;">Customer Service Orientation</p> <ul style="list-style-type: none"> • Provides a high standard of service and support to key stakeholders including patients and their families, internal and external customers • Uses appropriate communication techniques to accurately determine needs of the customer • Maintains positive, professional relationships • Actively seeks feedback to better understand needs • Follows up to ensure customer satisfaction <p style="text-align: center;">Excellence</p> <ul style="list-style-type: none"> • Focused on delivering appropriate outcomes • Sets appropriate goals/objectives that reflects high expectations for yourself and others • Strives to achieve at high levels <p style="text-align: center;">Communication</p> <ul style="list-style-type: none"> • Exchanges ideas by using suitable language • Demonstrates a clear, concise, open manner appropriate for the audience • Listens when others are communicating • Uses approachable and open body language 	<p>B</p>
<p>We value our people and encourage teamwork through mutual respect and trust</p>	<p style="text-align: center;">Teamwork</p> <ul style="list-style-type: none"> • Contributes opinions, encourages others to contribute their opinions and builds on them • Involves others to achieve outcomes • Engages in collaborative practice with colleagues • Works to achieve common goals • Accepts responsibility for achieving shared goals <p style="text-align: center;">Establishes mutual respect and trust</p> <ul style="list-style-type: none"> • Communicates genuinely around topics of mutual interest • Builds trust through managing and delivering on expectations • Communicates to others that they are valued & important • Seeks to build rapport with people • Establishes contact regularly 	<p>B</p>
<p>We strive for excellence supported by innovation, research and a learning culture</p>	<p style="text-align: center;">Excellence</p> <ul style="list-style-type: none"> • Focused on delivering appropriate outcomes • Sets appropriate goals/objectives that reflects high expectations for yourself and others • Strives to achieve at high levels <p style="text-align: center;">Innovation</p> <ul style="list-style-type: none"> • Embraces and contributes to new approaches dealing with work problems or opportunities <p style="text-align: center;">Ethics</p> <ul style="list-style-type: none"> • Adopts an ethics based approach to all aspects of their work • Ensures the highest moral standards are achieved in what we ought to do 	<p>B</p>
<p>We embrace the positive effects of change</p>	<p style="text-align: center;">Change</p> <ul style="list-style-type: none"> • Embraces and contributes to new approaches dealing with work problems or opportunities 	<p>B</p>

We insist on openness and accountability	<p style="text-align: center;">Communication</p> <ul style="list-style-type: none"> • Exchanges ideas by using suitable language • Demonstrates a clear, concise, open manner appropriate for the audience • Listens when others are communicating • Demonstrates approachable and open body language <p style="text-align: center;">Problem Solving</p> <ul style="list-style-type: none"> • Identifies and analyses issues, problems and opportunities. • Develops appropriate solutions, makes use of available tools, demonstrates resourcefulness and takes effective action that is consistent with Peter Mac standards and values 	B
We adhere to the strongest ethical standards in both clinical practice and research	<p style="text-align: center;">Ethics</p> <ul style="list-style-type: none"> • Adopts an ethics based approach to all aspects of their work • Ensures the highest moral standards are achieved in what we ought to do 	B
Signatures		
Department Head		
Practitioner		
CEO		

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.