Position: Clinical Pharmacist

Reports To: Director of Pharmacy

Award: Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists Agreement 2012-2016)

Minimum Qualifications: Registered Pharmacist

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission
To meet the health and wellbeing needs of our Community, by delivering a comprehensive range of high quality, innovative and valued health services

Our Vision
Excellence in healthcare, putting people first

Our Values

Integrity
- We will be open and honest and will do the right thing for the right reason.

Innovation
- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration
- We will actively work together in teams and partnerships.

Accountability
- We will take personal responsibility for our decisions and actions.

Respect
- We will value all peoples’ opinions and contributions.

Empathy
- We will endeavour to understand other peoples’ feelings and perspectives.

PRIMARY OBJECTIVES:

- To assist with the supervision of a clinical pharmacy service within the health service.
- To co-ordinate the provision of chemotherapy.
- To co-ordinate antimicrobial stewardship within the health service
- To co-ordinate programming of infusion pumps and reporting on the usage of the pumps.
- To deputise for the Director of Pharmacy when required.

DUTIES AND RESPONSIBILITIES:

- To ensure all pharmacy procedures are carried out in accordance with legal requirements, best practice guidelines and code of ethics.
- To liaise with medical, nursing, other hospital staff and patients on medication related issues.
• To assist with supervision and education of pharmacy technicians and other non-qualified staff within the department.

• To keep the Director of Pharmacy informed of trends and changes of medication usage in the health service.

• To ensure medications are available for use where necessary throughout the health service.

• To ensure discharge medications are organised according to patient requirements.

• To ensure patients and/or carers are counselled about medications as appropriate.

• To assist with supply of medications to approved outpatients.

• Participate in clinical and other hospital meetings as required.

• Assist with the planning and implementation of quality assurance activities.

• Assist with adverse drug reaction reporting.

• Any other duties as required.

**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:
### 1. Nursing / Patient Care Role
- 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

### 2. Maintenance / Hotel Services Staff Role
- generic maintenance work, working at heights
- generic out door work / pushing, pulling trolleys
- sitting, standing, bending, reaching, holding
- computer work
- general clerical, computer and admin work
- use of personal protective equipment and handling
- handling general and or infectious waste,
- shift work in some roles

### 3. Clerical / Administration Role
- sitting, standing, bending, reaching, holding
- computer work
- general clerical at varying levels, admin work
- use of personal protective equipment and handling
- handling general waste,
- shift work in some roles

### Other Requirements
- Current police check is required for this role
- Current working with children check is required for this role
- Current driver’s licence is required for this role
- Some after hours work may be required in this position

### 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.

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**Position code:** PHAR_Clin_JD02
**Date revised:** Apr-17

When revised please forward electronic copy to:
Human Resources Department email: human.resources@wdhs.net