

POSITION DESCRIPTION – Alfred Health

DATE REVISED:	December 2018
POSITION:	Senior Clinical Pharmacist – Aged Care
AWARD/AGREEMENT:	Victorian Public Health Sector Enterprise Agreement
CLASSIFICATION TITLE:	Hospital Pharmacist SX6 – SX81
DEPARTMENT/UNIT:	Pharmacy
CLINICAL PROGRAM:	Pharmacy / Rehabilitation Aged and Community Care Services
DIVISION:	Medical Services
ACCOUNTABLE TO:	Lead Clinical Pharmacist - Rehabilitation Aged and Community Care Services

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

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 – Aged Care Medicine

TEAM SPECIFIC INFORMATION – Rehabilitation, Aged and Community Care Services

Based principally at Caulfield Hospital, the Rehabilitation, Aged and Community Care Services (RACCS) programme provides a range of subacute services including state-wide rehabilitation services for Victoria as well and a growing acute aged care clinical service. Many services are provided through outpatient and community based programs that focus on enhancing the health, independence and overall well-being of people residing in the community.

The Senior Clinical Pharmacist Aged Care position is responsible for the delivery and development of clinical pharmacy services to the Aged Care Department. They will also contribute to the Rehabilitation and Community Care Services at Caulfield Hospital, working together with the Lead Clinical Pharmacist - Rehabilitation Aged and Senior Pharmacists to develop clinical pharmacy services to ensure optimal care of patients. The post-holder will also be responsible for clinical education and development of rotational clinical pharmacists working within the Surgical Services.

The post-holder will also maintain a clinical load within the directorate, providing a high level of service to patients and staff. Research is an essential part of pharmacy services at Alfred Health. The post-holder will also be expected to contribute to the research and educational activities of the RACCS Programme as well as pursue their own programme of research.

POSITION SUMMARY

- Coordination, management and development of the clinical pharmacy services of the Alfred Health Pharmacy Service to Aged Care Services
- 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 a practice based research program relevant to the Pharmacy and Aged Care departments.
- 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
- Work collaboratively with the other Lead and Senior Pharmacists in the Rehabilitation, Aged and Community Care Services Program.

DIRECT REPORTS (if applicable):

- Clinical Pharmacists and Intern Pharmacists within Rehabilitation, Aged and Community Care Services Program

KEY RESPONSIBILITIES

Clinical Practice and Service Provision

- Act as specialist practitioner and role model in Aged Care, as well as broader Rehabilitation, Aged and Community Care Services
- Develop the activities of the clinical pharmacy service to the Aged Care Services

- 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 choice and implementation of best practice guidelines
- Coordinate and prepare monthly key performance indicator summaries for all areas of responsibility and report to Lead Clinical Pharmacist - Rehabilitation Aged and Community Care and Pharmacy Executive.
- Contribute to monthly financial analysis and annual budget plan of the relevant clinical directorate
- Provision of a clinical pharmacy service at a more advanced level to a specified clinical unit or ward as detailed in the Clinical Pharmacy Service Scope of Practice.
- Support other members of the organisation on prescription safety and medicines management.
- To regularly participate in multidisciplinary team meetings and/or ward rounds 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
- To provide educational meetings/training and awareness sessions for career 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 ISO9001:2000.
- 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 clinical services within area of responsibility.
- Ensure staff are trained appropriately.
- Conduct clinical mentoring of pharmacists and trainees within area of responsibility in consultation with the Lead Pharmacist: Rehabilitation Aged and Community Care services.
- Conduct performance development reviews of all staff within area of responsibility
- Identification of training and educational requirements and priorities in conjunction with the Lead Pharmacists: Rehabilitation Aged and Community Care services.
- Oversee supervision of all pharmacists, scientists, interns and students working within area of responsibility

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
- Critically appraise medical literature to enable the translation of research findings into practice.
- Prepare and submit competitive grant applications to fund research projects.

Service Development and Strategy

- Implementation of a succession plan for all clinical positions in the Aged Care services pharmacy team in consultation with Lead Pharmacist: Rehabilitation Aged and Community Care services.
- 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 AlfredHealth Pharmacy Service to a Directorate or specific service.
- Participation in Ward Leadership Team for wards in Directorate or specific service representing the AlfredHealth Pharmacy Service
- Participation in development of departmental policies and procedures
- Identifying and developing pharmacy risk management processes
- Supporting AlfredHealth in controlling risks associated with medicines use
- 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 local clinical effectiveness programs, and to advise on pharmaceutical issues
- To work with 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
- 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 AlfredHealth wide where appropriate
- To provide accurate 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 Clinical Pharmacy Duties

- Assist the Lead Clinical Pharmacist Rehabilitation Aged and Community Care services in general administrative responsibilities when requested.

- Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.
- Participate in the extended working hours services according to departmental roster.
- Participate in weekend, public holiday and on-call services according to departmental roster.
- Actively participate in the AlfredHealth Performance Review and Development Program.
- Maintain and document ongoing CPD at a level applicable to the post and in line with registration requirements
- Practice within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
- Attend 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 AlfredHealth 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 Rehabilitation Aged and Community Care services 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:

- Demonstrate leadership and complex decision making skills
- Demonstrated knowledge in geriatric pharmacotherapeutics, with advanced level expertise in managing chronic disease and functional impairment
- Knowledge of medication management in older people to align with patient goals
- Communicates regularly with pharmacists outside the organisation through active participation in the affairs of pharmacy and other 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
- 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 Clinical Pharmacy or equivalent or AACP/SHPA accreditation for Home Medication Reviews
- 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 clinical pharmacy services to older people with multiple chronic diseases is useful
- Experience in managing people with cognitive or physical impairments that affect activities of daily living is useful
- Experience working with older patients is highly desirable
- Extensive experience with a demonstrated understanding of contemporary practice in 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, medical, nursing and other health professionals.
- Proven ability to work effectively in a multidisciplinary team

Position Description authorised by: Deputy Director of Pharmacy

Date: December 2018