



POSITION DESCRIPTION

Name:	
Commencement / Last Date Reviewed:	March 2019
Reviewed By:	Director of Pharmacy

ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Pharmacist Grade 2	Medical	Pharmacy	No Direct Reports
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	FT/PT/CAS	Director Pharmacy	NHW

OUR VISION

To Be Recognised Leaders In Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

The primary role of the **Pharmacist** is to promote the health and wellbeing of our patients, through providing high quality care in all areas of the pharmacy service.

Included in this is providing dispensing, oncology and non-sterile manufacturing and clinical pharmacy services across all wards and departments of NHW as per clinical services roster, and providing expert professional knowledge to ensure the optimal use of medications, to develop positive working relationships with external and internal customers, and to promote NHW capability as a leader in rural health care.

In addition to the above, and, for existing NHW pharmacists having satisfactorily completed all 6, 4-month clinical rotations within NHW, a Grade 2 Pharmacist is expected to embrace leadership roles within the Pharmacy department and to act as a role model for other staff. Leadership will be expected to be demonstrated in terms of leading by example, education participation, mentorship for younger staff, interns, technicians and students, membership of NHW committees, investigating and participating in research opportunities, policy and procedure review and development, and leading the department in the temporary absence of the Director or Deputy.



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Core Role - Clinical Services	<ul style="list-style-type: none"> - Dispense medication for patients. - Participate in the manufacture, preparation and dispensing of extemporaneous, aseptic and cytotoxic products, ensuring that all products are appropriately and efficiently prepared and according to the Code of Good Manufacturing Practice and NHW standard operating procedures, and relevant pharmaceutical guidelines. - Provide a clinical pharmacy service to inpatients as rostered. - Reconcile patients' medications within 48 hours of admission, and document on the patient's Medication Management Plan for high risk patients. - Ensure antimicrobials are used appropriately in accordance with antimicrobial stewardship principles and Northeast Health Wangaratta policy. - Liaise with other healthcare professionals to facilitate seamless transfer of care and handover to other healthcare facilities. - Liaise with medical, nursing and allied health staff - Open communication with patients, families and carers - Provide ward based medication related education as requested by ward staff
Quality & Innovation	<ul style="list-style-type: none"> - Participate in and in some cases lead departmental and program-based quality improvement activities. - Maintain a pro-active approach to the identification, management and reduction of risk. - Be aware of and work in accordance with NHW's policies, procedures and guidelines, and raise opportunities to improve these. - Participate in the development and review of protocols, policies, standard operating procedures, guidelines and other related documents. - Maintain an awareness of and responsibility for applying emergency procedures within the workplace. - Record any incidents, including pharmacist clinical interventions and medication-related issues, in accordance with NHW policy via RiskMan. - Maintain confidentiality, and do not reveal to any person or entity any confidential information relating to patients and employees, policies or processes.
People, Learning & Research	<ul style="list-style-type: none"> - Maintain mandatory competencies, and practice accordingly. - Support and promote a workplace culture that is professional, supportive and inclusive and provide leadership and mentorship for pharmacy staff. - Promote a culture of learning and development and participate in training and development of staff for the performance of their duties. - Participate in NHW performance development program as required annually. - Maintain a high standard of dress and personal hygiene at all times. - Participate, and on occasions lead department and inter-department meetings. - Assist and in some cases lead in the induction, training, education and supervision of trainee pharmacy technicians, pharmacy interns and students. - Supervise interns and student pharmacists as directed when required - Assist in training medical and nursing staff and other healthcare professionals as required. - Maintain, and participate in, professional continuing education as required by AHPRA to ensure ongoing registration
	<ul style="list-style-type: none"> - KPI – Proportion of high risk patients receiving a MMP within 48 hours
	<ul style="list-style-type: none"> - KPI – Medication related incidences to be reported via Riskman
	<ul style="list-style-type: none"> - KPI – Maintain required CPD points for registration



<p>Organisational Management</p>	<ul style="list-style-type: none"> - Be aware of Northeast Health Wangaratta vision, strategic plan and goals, and contribute positively to their attainment. - Practice within relevant professional and ethical standards. - Practice in concordance with legislative requirements, including the Drugs Poisons and Controlled Substances Act (Vic) 1981 and Regulations (Vic) 2006. - Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (ie Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework. - Be aware of Northeast Health Wangaratta accreditation process, including being actively involved in ensuring the patient's journey is supported by the integration of all mandatory requirements of accreditation into their care. - Participate in on-call and weekend roster as rostered. - Lead the Pharmacy in the temporary absence of the Director or Deputy Director
	<ul style="list-style-type: none"> - KPI – Participate in attaining ACSQHC accreditation status for Standard 4 and 3.15
<p>Facilities & Environment</p>	<ul style="list-style-type: none"> - Utilise computerised systems (i-Pharmacy), ensuring patient information is accurate and accessible while also maintaining patient confidentiality. - Ensure appropriate storage of pharmaceuticals to maintain a safe environment. - Ensure proper use, maintenance and cleaning of equipment and facilities. - Report any maintenance requirements to the Director of Pharmacy / Facilities Management staff / Chief Engineer. - Report general cleaning requirements to Environmental Services staff.
<p>Community Partnerships &</p>	<ul style="list-style-type: none"> - Work in a manner that leads, demonstrates and supports teamwork. - Develop and maintain working relationships with Northeast Health Wangaratta staff, external clients, health professionals, patients and carers.
<p>Employees Obligations Occupational Health & Safety</p>	<ul style="list-style-type: none"> - It is an expectation of NHW that all pharmacists actively participate in initiatives to improve medication usage and safety, and do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes ensuring as much as possible clear completion of the National Inpatient Medication Chart for all inpatients by medical staff, and promoting clear and PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.

WORKING RELATIONSHIPS

INTERNAL

- NHW Staff Members and VMOs

EXTERNAL (including health facilities)

- Patients, carers, families, visitors,

SPECIFIC SKILL REQUIREMENTS / QUALIFICATIONS / QUALITIES

Essential

- Registration as a Pharmacist with AHPRA
- Ability to comply with the "Behavioural Outcomes" for this role (listed below)
- Highly developed written and verbal communication skills, including computer literacy.
- Well-developed problem solving, analytical and time management skills.
- Strong team focus with the ability to relate well to other team members and to ensure that overall outcomes and targets are achieved.
- Leadership qualities, and the desire and ability to undertake leadership roles within Pharmacy

Desirable

- Membership of relevant professional organisation
- Driver's licence
- Experience in hospital pharmacy practice
- Post-graduate qualification in pharmacy

All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



Standards of Behaviour

Above the line Our staff will always:

Below the line Our staff will not:

Caring

Show compassion to all people
Demonstrate empathy and understanding
Work as part of the team
Mentor others
Provide encouragement to others
Care for others the way they would like to be cared for themselves

Be disrespectful
Be self-centered
Have inappropriate conversations with others
Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
Have the courage to question what we do
Persevere to do the best job they can
Strive continuously to improve
Be professional and enthusiastic
Maintain customer focus

Give up
Demonstrate a 'can't-do' attitude
Accept mediocrity
Be unreliable
Pass the buck
Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
Listen to others and accept differences
Be punctual
Respond courteously
Greet all people by saying hello, smiling and introducing themselves
Be culturally informed and sensitive
Respect diverse opinions

Be sarcastic
Bully, harass or display aggression
Be judgmental
Withhold information
Contribute to rumours
Leave an untidy workplace

Integrity

Be open and honest
Lead by example
Be responsible and accountable for their own actions
Stand up and take action
Escalate issues or behaviors of concern

Be arrogant
Be dishonest
Be hypocritical
Avoid responsibility
Allow unacceptable behavior

Fairness

Demonstrate consistency
Treat people equally
Be considerate and understanding
Be collaborative and collegiate

Discriminate against others
Demonstrate favoritism and exclusion
Refuse to assist others with their workload

Received By Employee

Name/Signature: _____

Date: _____