

Statement of Duties

Position Title: Specialist Pharmacist - Mental Health Hospital in the Home	Position Number: 525020	Effective Date: June 2020
Group and Unit: Community, Mental Health and Wellbeing – Statewide Services		
Section: Pharmacy	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager, Clinical Pharmacy		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Work as a part of the Pharmacy Department to provide a comprehensive, safe and timely pharmacy service for patients of Royal Hobart Hospital (RHH) and particularly those admitted to the Mental Health Hospital in the Home (MHHiTH) program.

Duties:

- I. Coordinate and provide a specialised clinical and dispensary service for MHHiTH patients:
 - Dispense medications for MHHiTH inpatient and discharge supply in accordance with all legal requirements and work within the parameters of the various medication access schemes available in public hospitals including the Pharmaceutical Benefits Scheme, the Special Access Scheme, Section 100, Clinical Trials and Early Access Schemes.
 - Provide an integrated and documented medication management service that meets the requirements of the Australian Pharmaceutical Advisory Council (APAC) Guidelines to allocated patients throughout an episode of care and at the transition of care, including:
 - An accurate and comprehensive medication history documented as soon as possible in the MHHiTH episode of care.
 - Reviewing and ensuring appropriate storage of both pharmacy-dispensed and Patient's Own Medications.
 - Ongoing review of medication management taking steps to maximise therapeutic response and safety and minimise side effects.
 - Creation of a Medication Action Plan (or similar) in conjunction with the MHHiTH patient to record medication-related issues, solutions, actions and the outcome.
 - Provision of appropriate verbal and written information to patients and/or their carers on medications and health issues upon discharge from the MHHiTH service.
 - Assessment of patients' ability to manage administration of medicines and any adherence issues and identifying options for resolving problems.

- Provision of input and recommendations to the MHHiTH team on the suitability of a patient's inclusion or exclusion to the MHHiTH program based on medication management considerations.
 - Coordination of the supply of an appropriate quantity of medicines in accordance with the principles of Pharmaceutical Reform, providing a clear explanation of the process for ongoing supply.
 - Assisting in the transfer of comprehensive, complete and accurate patient-specific medication information to other health care providers.
 - Provision of timely verbal and written medicines information and other supporting health advice to MHHiTH patients.
 - Provision of medication information to MHHiTH staff and contribute to the development of their knowledge of medication related issues.
 - Management of quality improvement within the MHHiTH Pharmacy Service including the collection of Key Performance indicators (KPI) and collate data to report on MHHiTH service to pharmacy managers and other senior medical staff including MHHiTH program managers.
2. Practice pharmacy in the specific field of mental health:
- Liaise with other pharmacists providing a specialist service in the mental health field to allow for adequate continuity of care between mental health facilities.
 - Implement programs and statewide policies at a local level to support rational, cost-effective and safe use of mental health drugs.
 - Develop KPIs for measuring utilisation of mental health drugs and be responsible for the collection and analysis of this data.
 - Act as a resource person within Pharmacy Services in relation to mental health and provide advice and education to medical, nursing and pharmacy staff, patients, carers and students, as and when required.
 - Contribute to the development, review, and updating of policies, protocols and procedures in relation to mental health.
 - Be aware of national and international activities in relation to the use of mental health drugs and incorporate these where relevant into local practices.
3. Act as a senior member of the Pharmacy Department:
- Contribute to the management of Pharmacy Services with regards to the MHHiTH service.
 - Represent Pharmacy Services in a professional manner.
 - Provide training to pharmacy students, medical students, postgraduate students, pharmacy interns and hospital staff.
 - Undertake projects relating to Quality Use of Medicines, Drug Utilisation Evaluation, Drug Information and pharmacy research, particularly related to the MHHiTH service.
4. Provide leadership and support to the clinical pharmacy team:
- Educate and train Pharmacists, Pharmacy Assistants and Pharmacy Technicians working in the area in the principles and practices of Mental Health pharmacy.

- Provide advice and support to the Manager, Clinical Pharmacy through the provision of performance review, peer review and undertaking rostering duties as required.
 - Manage staffing within the area, including managing vacancies, approving leave and organising back-fill where necessary in accordance with the Manager, Clinical Pharmacy.
 - Undertake projects and tasks as requested by the Manager, Clinical Pharmacy.
5. Support the Statewide Hospital Pharmacy Operations Unit:
 - Support the objectives of the Executive Director – Statewide Hospital Pharmacy Operations.
 - Contribute to the development and implementation of statewide policies and practices relevant to MHHiTH.
 6. Manage own performance and maintain the highest possible standards of continuing professional development in accordance with requirements of the workplace and that of the Pharmacy Board of Australia.
 7. Participate in continuing education programs for the MHHiTH service by presenting in-service talks, participating in drug administration rounds and other relevant activities for other professional groups, patients and carers as required.
 8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
 9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- As a senior member of the Specialist Clinical Pharmacy Team, within the broader Clinical Pharmacy Team at the RHH, the Specialist Pharmacist – MHHiTH will:
 - Report to and receive day to day supervision from the Manager, Clinical Pharmacy.
 - Undertake the work of dispensing pharmacist, manufacturing pharmacist or other appropriate roles as required.
 - Demonstrate autonomy in the daily functioning of the service and is expected to exercise initiative and professional judgment across the spectrum of responsibilities as well as to judge when to seek advice or direction.
 - Actively participate within multidisciplinary teams and foster a positive image of the Pharmacy Service.
- Within this context, the occupant is accountable for ensuring:
 - Patient care provided to MHHiTH patients is comprehensive, safe, appropriate and cost-effective.
 - Support appropriate use of medicines within MHHiTH services and that this framework is continuously improved to meet the changing needs of the hospital and the requirements of quality assurance bodies such as the Australian Council on Healthcare Standards.
 - Contemporary knowledge of current clinical practice and pharmaceutical information is maintained, particularly in relation to Mental Health.

- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Key Behaviours:

The incumbent should endeavour to make the pharmacy workplace a positive environment for all colleagues by:

- a) Creating and fostering an attitude of positivity and teamwork.
- b) Coaching others when needed in a supportive fashion.
- c) Collaborating with a broad range of peers and colleagues.
- d) Demonstrating the commitment and capability of the pharmacy service to improve patient outcomes.
- e) Taking every opportunity to improve the pharmacy workplace and the working lives of other team members.
- f) Being mindful of the needs of others and demonstrate care, compassion and respect.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Pharmacy Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Extensive experience in practicing as a pharmacist and managing a team of pharmacy staff in a hospital setting.
2. Experience in the practice of pharmacy in a mental health setting with well-developed current knowledge relating to mental health medications.
3. Demonstrable knowledge and experience in the application of relevant legislation, codes of practice and workplace guidelines.

4. Highly developed oral and written communication and interpersonal skills, including the ability to effectively communicate complex information and produce reporting for senior staff.
5. Demonstrated problem solving and conflict resolution skills to resolve practice-based issues and interpersonal conflict amongst team members.
6. Demonstrated ability to contribute effectively as an active member of a diverse and multidisciplinary team.
7. Demonstrated ability to work autonomously with sound judgement to meet goals and objectives and to prioritise and manage tasks.
8. Previous experience with project management in the health care environment and experience with implementation of initiatives, processes and/or services.

Working Environment:

- The incumbent may occasionally be required to perform duties at other locations within the jurisdiction of the Agency.
- Participate in a weekend and after hours on-call roster service with other pharmacists for out-of-hours provision of Pharmacy Services, as needed.
- Occasional travel (within the Southern Tasmanian region) may be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.