

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b>	Pharmacist
<b>Classification:</b>	Grade 2
<b>Department/Unit:</b>	Pharmacy
<b>Division:</b>	Medical
<b>Reports To:</b>	Pharmacy Manager

## 1 Primary Purpose of Job

To provide pharmacy services to clients and units of LRH as rostered, and to supervise Pharmacy Technicians, Pharmacy Interns and students.

## 2 Organisation Context

### 2.1 Shared Vision

We will be a leading regional health care provider delivering timely, accessible, integrated and appropriate services to our community.

### 2.2 Core Values

- Customer Focus
- Integrity
- Excellence
- Working Together

### 2.3 National Safety and Quality Health Service Standards (NSQHS)

National Safety and Quality Health Service Standards (NSQHS) is the framework the Australian Commission on Safety and Quality in HealthCare (ACSQH) use to review hospitals for Accreditation. To ensure Latrobe Regional Hospital is an accredited facility, we are continuously reviewing and improving our service through numerous quality improvement initiatives and programs.

### 2.4 LRH Strategic Pillars

- Service Delivery
- Our People
- Regional Leadership
- Education, Training & Research

### 2.5 Diversity & Inclusivity Statement and Child Safe Standards

Latrobe Regional Hospital values our community's diversity. We are committed to providing an inclusive, welcoming and safe service and workplace for everyone who engages with our organisation regardless of race, culture, religion, sexuality, gender identity, age or ability.

LRH is a child friendly and child safe hospital with zero tolerance for child abuse or harm of any kind. This includes Aboriginal or Torres Strait Islander children, culturally and linguistically diverse children and children with disabilities.

LRH has policies and protocols in place in line with the Victorian Child Safe Standards to ensure the safety and wellbeing of both paediatric patients and paediatric visitors.

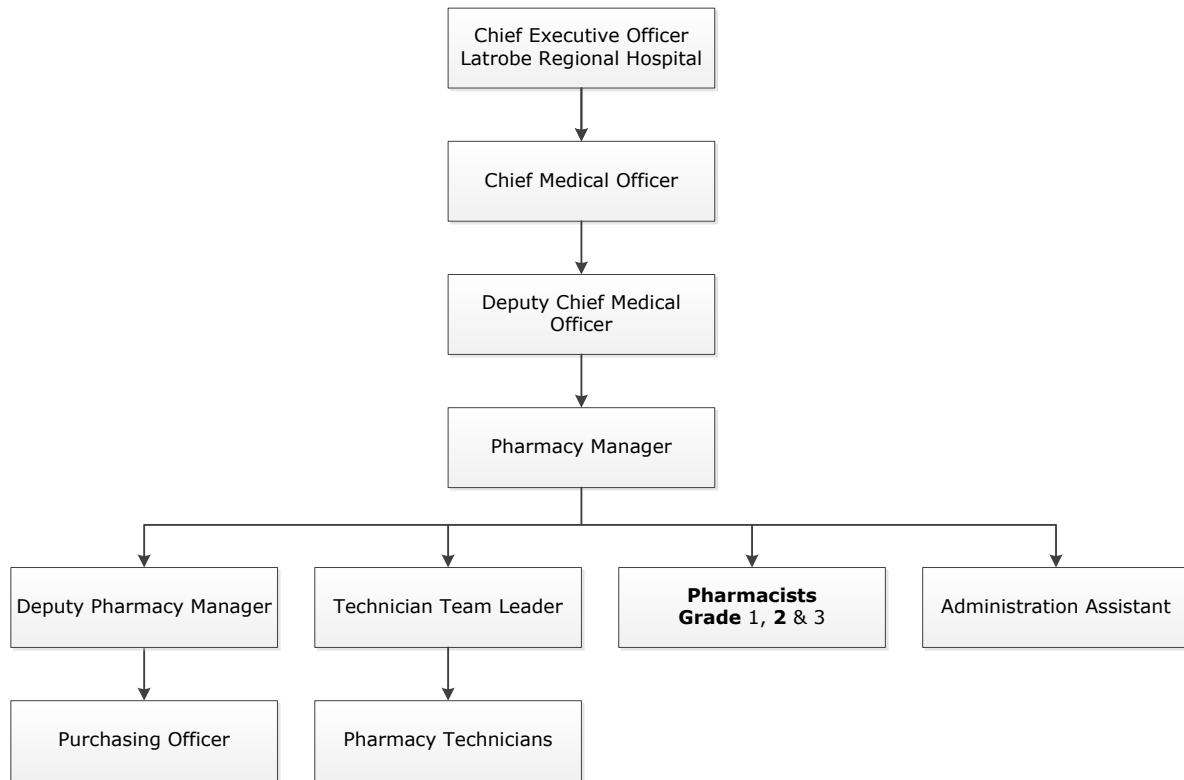
### 2.6 Liaison

*External:* Liaise with health providers, carers and patients.

*Internal:* Liaise with staff, carers and patients.

## 2.7 Structure

Pharmacists report to the Pharmacy Manager.



## 3 Resource Management

### 3.1 Total Staff Management (FTE)

- Supervision of Pharmacy Technicians, Pharmacy Interns and students. Pharmacy Manager and Deputy Pharmacy Manager undertake staff management responsibilities.

### 3.2 Annual Operating Expenditure

- As determined by Pharmacy Manager.

### 3.3 Personal Responsibilities

- Compliance with Occupational Health & Safety Regulations
- Compliance with legislative requirements
- To complete mandatory training annually
- To participate in annual performance appraisal
- Support the delivery of high quality and safe patient care
- Awareness and engagement in continuous improvement initiatives
- Support cultural awareness, diversity and inclusiveness

## **4 Qualifications/Experience**

### 4.1 Mandatory

- A Bachelor of pharmacy or equivalent degree with current registration as a pharmacist with AHPRA
- At least 12 months post registration pharmacy experience, preferably in a hospital setting

### 4.2 Desirable

- Working towards Post graduate pharmacy qualification
- Demonstrated involvement in clinical pharmacy audits and quality improvement activities
- Significant hospital pharmacy experience

## **5 Key Selection Criteria**

### 5.1 Key Competencies

- Demonstrated high level of pharmacy knowledge and practice
- Understanding of statutory requirements relevant to area of responsibility
- Knowledge and commitment to National Safety and Quality Health Service Standards (NSQHS) and the requirements of accreditation and in particular standards relating to Medication Safety and Antimicrobial Stewardship
- Good written and verbal communication skills
- Ability to instruct and provide feedback to students, pharmacy interns, pharmacy technicians
- Well-developed organisational and time management skills
- The ability to be flexible and work varying starting and finishing times including weekends

### 5.2 Personal Attributes

- Effective inter-disciplinary team member
- Motivated to continual improvement
- Excellent interpersonal and customer skills
- Ability to relate well to clients at all levels
- Willingness to learn and ability to learn
- Flexibility to operate in an environment of change and continuous improvement

## **6 Other Attributes Required**

### 6.1 LRH Leadership Behaviours

- Challenge the process
- Inspire a shared vision
- Enable others to act
- Model the way
- Encourage the heart

## **7 Duties/Responsibilities**

*Latrobe Regional Hospital (LRH)*

7.1 Provide education and information to groups if required by:

- Developing and presenting appropriate education and information for specific external agencies, community groups and others as requested

Measures include:

- Education about the pharmacy, its programs and associated topic areas is delivered to external agencies in a timely manner
- Number of education sessions held and feedback received

7.2 Providing services in the dispensary and assist in coordinating the operations of the dispensary area if required by:

- Prioritising the workload of the dispensary area
- Dispensing prescriptions and checking and supplying pharmaceuticals
- Attending to the dispensary counter and serving clients

Measures include:

- An efficient dispensary with reasonable wait times for service and prescriptions and customer focused staff
- Positive feedback from staff and patients

7.3 Provide clinical pharmacy services to LRH by:

- Providing services to wards and clients as allocated according to LRH clinical pharmacy procedure and/or contemporary hospital pharmacy standards and statutory requirements

Measures:

- Hospital pharmacy standards and statutory requirements are met  
Pharmacy services are delivered to wards and all clients in a timely, efficient and customer-focused manner
- Statistics and feedback from staff, patients and clients

7.4 Contribute to and assist planning and development of new programs and services where appropriate by:

- Provide analysis and advice to the Pharmacy Manager relevant to the pharmacy profession and programs
- Providing ongoing feedback and advice to the Pharmacy manager regarding new services and more effective and efficient means of operation and service delivery
- Participating in the development of plans for service programs
- Contributing to the development of submissions to meet business opportunities

Measures:

- Ongoing review and development of the pharmacy program, in conjunction with the Pharmacy Manager
- Policies and procedures developed, implemented and reviewed
- Annual feedback provide on the development and review of business plans
- Input provided into submissions for opportunities as required

7.5 Be involved in the achievement and maintenance of accreditation by:

- Assisting with the establishment of strategies for implementation of quality improvement activities consistent with the National Safety and Quality Health Service Standards (NSQHS)
- Assisting with establishing strategies to implement changes indicated by quality improvement activities, and reviewing outcomes
- Participating on interdisciplinary teams
- Contributing to staff knowledge of the NSQHS

Measures:

- Quality activity approved
- Activities monitored and reviewed, input to quality improvement database where appropriate
- Effective representation on LRH teams

7.6 Participate in the development and education of staff by

- Developing and presenting appropriate education and information for specific staff groups

Measures:

- Prepare and deliver training programs for pharmacists, pharmacy undergraduate students and pharmacist interns by

7.7 Commitment to Personal Development by

- Participating in six monthly performance discussions with Manager
- Attending relevant education/training sessions including mandatory sessions (i.e. Emergency Procedures Training)

Measures:

- Attendance records at training/education sessions
- Performance discussions held with Manager

7.8 Assist the Manager in the development of policies and procedures and/or development of drug protocols and newsletters

Measures

- Number of newsletter articles written
- Number of policies and procedures reviewed
- Number of drug protocols reviewed or written

<b>Reviewed By:</b>	Graeme Chesterton, Acting Pharmacy Manager
<b>Last Review Date:</b>	April 2021
<b>Date to be Reviewed:</b>	May 2023

I have read and understand the contents of the position description:

**Employee's Signature:** \_\_\_\_\_

**Date:**     /     /