

POSITION DESCRIPTION

Director of Pharmacy (Grade 4) - Incentives Offered

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	Pharmacist Gde 4
State Award	Health Employees Pharmacists (State) Award
Category	Allied Health Pharmacy Pharmacist
Vaccination Category	Category B
ANZSCO Code	251511 Hospital Pharmacist
Website	www.hnehealth.nsw.gov.au

PRIMARY PURPOSE

Lead the Pharmacy Service to provide appropriate, efficacious and safe pharmaceutical care, and medication, to the wards, departments and patients of Manning Hospital and the Lower Mid North Coast Sector; and act as Pharmacy profession lead for the Lower Mid North Coast Sector.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

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ESSENTIAL REQUIREMENTS

- Proof of eligibility for registration with the Australian Health Practitioner Registration agency, Pharmacy.
- Current Drivers Licence (NSW eligibility).

KEY ACCOUNTABILITIES

- Legislative - act in accordance with, and be an expert in, legislative and best practice guidelines and standards for profession, including conforming to NSW Health Policy Directives and Medication Handling PD2022_032.
- Medication Safety and Antimicrobial Stewardship - promote and adhere to medication safety principles including those as documented in ACSQHC National Standards version 2 Standard 4, Medication Safety and National Standard 3.15-3.16, Antimicrobial Stewardship.
- Practice according to the SHPA Standards of Practice and professional standards to promote safe and effective treatment to patients throughout all aspects of the medication management and safety pathway, including dispensing, manufacturing and clinical pharmacy services.
- Manage the resources of the department to achieve both budget and service delivery targets, whilst maximising service delivery outcomes for patients.
- Manage workforce functions for the department including recruitment, orientation and competency assessment, professional development, performance reviews and performance management.
- Develop, design and implement continuous improvement initiatives to enhance service delivery and patient outcomes.
- Utilise and disseminate the findings of research to ensure current evidence based clinical practice is implemented and applied in the clinical setting, this includes conducting or contributing to research projects to ensure that delivery of current, evidence based services that maximise patient outcomes
- Demonstrate a high level of discipline specific expertise and act as profession lead for the Lower Mid North Coast Sector.
- Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures and relevant District procedures by identifying, assessing, eliminating / controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role and escalating to the appropriate Management level if the issue exceeds the extent of delegated authority for the role
- Act in accordance with the HNE Health Values Charter and NSW Health Code of Conduct; model behaviours that reflect the Excellence Framework (Every Person, Every Time); including 90 day action plans; accountability meetings; leader and service rounding and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy.
- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace that are known to them, as well as notifying any hazards/risks or incidents to their managers.

KEY CHALLENGES

- Attention to detail in the provision of medication and pharmacy services.
- Compliance with relevant legislation, policies and procedures.
- Operating within a rapidly changing environment, and managing organisational change by providing expertise, leadership, guidance and direction to staff.
- Building a positive professional and clinical culture that facilitates effective health service delivery outcomes.

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KEY RELATIONSHIPS	
Who	Why
Director, Allied Health & Integrated Care	Line Manager - for operational support and to actively communicate future issues and new directions for the service to ensure appropriate notification and escalation of issues impacting on clinical practice and care delivery
Pharmacy Department	Provide support to all areas of pharmacy practice, including dispensing, production, clinical and distribution activities
Hospital staff	Ensure medications for hospital patients are safe and effective, and provided in a timely manner
Patients and carers	To provide a high quality pharmacy service to patients and their carers

SELECTION CRITERIA

1. Demonstrated ability and experience in effectively managing and leading a service/team; with proven people management skills.
2. Demonstrated effective communication and interpersonal skills including the ability to interact with patients, carers / families, and staff at all levels within the organisation.