

# Position Description

Position Title	Pharmacist - Oncology Services Grade 3
Position Number	12417
Division	Clinical Governance
Department	Pharmacy
Enterprise Agreement	VICTORIAN PUBLIC HEALTH SECTOR (MEDICAL SCIENTISTS, PHARMACISTS & PSYCHOLOGISTS) ENTERPRISE AGREEMENT 2017-2021
Classification Description	Pharmacist Grade 3
Classification Code	SX6 to SX81
Reports to	Paul O'Brien, Director of Pharmacy
Management Level	Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton, Kerang and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Clinical Governance Division

The Clinical Governance Division has a focus on promoting and supporting patient safety and quality of service. It recognises the importance of leadership, culture, patient safety, clinical performance, professionalism and patient care. The Clinical Governance team works collaboratively with other staff to provide high quality clinical governance support and advice, both internally and when supporting our Regional Partner Health Services. The Clinical Governance team, in conjunction with the Office of the Chief Medical Officer, oversees incident reporting, investigation of adverse patient events and concerns/complaints regarding clinicians. Bendigo Health has a leadership role to play in the Loddon Mallee region and this division is committed to ensuring processes are in place to deliver on our vision.

In addition the Executive Director Clinical Governance has professional responsibilities as the Chief Medical Officer. As such the CMO is focused on leading and supporting the medical workforce to feel valued and empowered to provide exceptional, quality care.

## The Pharmacy Department

The Pharmacy Department's core activities are central to medication supply, medication information and medication safety at Bendigo Health. The Pharmacy service supports safe and effective medication management by hospital staff (doctors, nurses, allied health) for hospital inpatients, outpatients and to specific groups of community patients.

## The Cancer Centre

The Bendigo Cancer Centre is a partnership between Bendigo Health and Peter MacCallum Cancer Institute, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care, allied health, and specialist nursing staff, pharmacy, clinical trials, MDM meetings and outreach clinics.

## The Position

The Pharmacist - Oncology Services Grade 3 is responsible for a team of pharmacists and technicians providing the oncology pharmacy service and is responsible for day to day operations. The Pharmacist provides:

- Leadership and management of the pharmacy oncology service
- Participation and contribution to the Bendigo Health cancer service activities
- The safe, accurate and timely provision of medications to the hospital and patients

- Quality customer service to hospital staff and patients
- Medicine information and participation in quality and medication safety activities

## Responsibilities and Accountabilities

### Key Responsibilities

#### PHARMACY SERVICE

- Provide a specialist clinical pharmacy service and manage high quality medication management systems, including guidelines, policies and protocols, for Pharmacy and Cancer Services.
- Provide a Pharmacy service including medication supply, quality improvement and medication information to the diverse range of cancer service activities such as medical oncology, haematology, radiation oncology, consultative services, palliative care, allied health and nursing staff.
- Provide line management, training and supervisory support to pharmacy staff involved in cancer and haematology services and advise the Director regarding the needs and issues of staff and the service.
- Co-ordinate and assist with the development of policy, protocol and guideline documents related to chemotherapy and haematology services, medication management and quality improvement activities.
- Review medication orders for each patient with regard to doses, indications, adverse reactions, interactions, legality and cost.
- To participate in the ward pharmacy services as designated and perform such duties in accordance with recognised professional standards; undertaking medication reconciliation, preparation of pharmaceutical care plans and other clinical duties as appropriate for optimal patient care.
- To dispense and supply medications to patients, wards, departments, including other organisations and external patients as required.
- To dispense medications to patients and counsel patients and/or their relatives or carers, on the use of their medications.
- To participate in the manufacture of aseptic (including cytotoxics) and non-aseptic pharmaceuticals as required.
- To assist the Director of Pharmacy in the co-ordination of specialised services
- Ability to act as a point of reference within area of specialisation
- Assist and support clinical trials in collaboration with the Trials Pharmacist
- Provide advice as needed to the pharmacy services at subregional oncology sites

#### INFORMATION AND ADVISORY SERVICE

- To offer advice and information to staff in regard to pharmaceuticals and pharmacy related issues, both verbally and by contribution to the Medication Safety Newsletter, and take part in the continuing education and formal teaching programmes of the pharmacy department.

## ADMINISTRATION

- To assist in the purchase, preparation, storage and maintenance of pharmacy stocks.
- To maintain, under the direction of the Director of Pharmacy, all necessary records of drugs held and dispensed, observing all statutory laws and regulations relating to such drugs.
- To assist the Director of Pharmacy in the preparation of statistics on drug usage and costs.
- To assist the Director of Pharmacy in other administrative functions.
- To be actively involved in the Pharmacy Department and Bendigo Health Medication Safety and Quality Improvement program.
- To actively participate in Oncology (Cancer Centre) meetings, providing information and initiatives, and assisting in their implementation.
- To maintain a co-operative and close professional working relationship with other staff in Cancer Services and the Pharmacy Department.
- To supervise the activities of the technical and pre-registrant pharmacy staff as required

## Hours

- On call weekday nights, weekends and public holidays as rostered

## Departmental Responsibilities

- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development as required.
- Development and / or delivery of department education programs for Pharmacy staff and students.
- Other duties as determined by manager.
- Contribute to the strategic plan for pharmacy services which address Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives

## GENERIC RESPONSIBILITIES

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to

participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## KEY SELECTION CRITERIA

### Essential

#### Qualifications, Certificates and Registrations

1. A Bachelor of Pharmacy or equivalent degree and current registration with the Pharmacy Board of Australia (AHPRA)

### Specialist Expertise

2. Recent experience in the delivery of oncology services.
3. A sound knowledge of oncology and haematology related pharmacotherapeutics and pharmacy practice
4. Experience in using Information Technology and electronic medication management records (e.g. CHARM, Cerner)
5. Experience in hospital pharmacy including dispensary services and clinical service to ward(s)
6. Experience in the development of chemotherapy protocols, guidelines and policies

## Personal Qualities, Skills and Abilities

7. Ability to lead and manage a pharmacy team, as well as to work independently
8. Ability and willingness to manage pharmacists, pharmacy technicians, pharmacist interns and students in the performance of their responsibilities.
9. Capacity to assign priority to responsibilities and to meet time constraints
10. Ability to give excellent customer service to both internal and external customers
11. Demonstrated ability to coach and support others
12. Ability to demonstrate decision making skills
13. Ability to maintain accuracy while providing a timely and efficient service
14. Must have excellent communication skills, both written and verbal, and a demonstrated high level of interpersonal skills with patients, their families and all health care professionals
15. Flexibility to learn and operate in an environment of change and continuous improvement

## Desirable

### Personal Qualities, Skills and Abilities

16. Competent computing skills, including relevant word processing and spreadsheet programs
17. Postgraduate qualifications in pharmacy, management or related areas
18. Demonstrated experience in aseptic and non-aseptic manufacturing of products
19. Ability to interact and communicate with a diverse range of people at all levels
20. A personal approach which is positive, enthusiastic, friendly and helpful

## MANDATORY REQUIREMENTS

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*