

POSITION DESCRIPTION

Position Title:	Pharmacist - Inventory Systems		
Classification:	Grade 2, SX2 to SX5	Employment status	Permanent part time, 0.66 EFT (25 hours/week)
Enterprise Agreement:	Medical Scientists, Pharmacists and Psychologists Enterprise Agreement 2017 – 2021		
Reports to:	Deputy Director of Pharmacy		
Division:	Clinical Operations		

Organisational Context

The Royal Victorian Eye and Ear Hospital is a world class specialist hospital in eye and ear care that provides services across Victoria. As Australia's only specialist eye, ear, nose and throat hospital, the Eye and Ear has been providing care for the senses for 150 years.

The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service.

The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Our Vision - Improving quality of life through caring for the senses.

Our Mission - We aspire to be the world's leading eye and ear health service by:

1. Excelling in specialist services
2. Integrating teaching and research with clinical services
3. Leading workforce capability
4. Partnering with consumers and communities
5. Building a sustainable future

Our Values - *Integrity, Care, Teamwork, Excellence*

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment which is free from harassment or discrimination and promotes cultural diversity and awareness in the workplace.

The Eye and Ear is a smoke free environment.

Role Purpose:

Responsible for ensuring effective, efficient and personalised pharmacy service to the highest ethical, legal and professional standards within hospital policies and legal requirements.

This position has a focus on the administration and maintenance of inventory systems to ensure safe, accurate and efficient operation of pharmacy procurement and supply processes and to ensure compliance with legislative, Health Purchasing Victoria (HPV) contractual and other purchasing agreement requirements.

Key Responsibilities / Performance Outcomes -

- 1. Provide high quality standards of patient care** - This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team. Identify, rectify and manage risks associated with electronic medication management. Participate and contribute to pharmacy department and hospital quality projects and continuous improvement activities.
- 2. Work within an Ethically and Legally Sound framework** - Ensure the delivery of services provided complies with legal and professional standards and is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS). Practice is in accordance with Eye and Ear policies and procedures and Code of Conduct.
- 3. Inventory systems** - Maintain pharmacy procurement, imprest and automated dispensing machine systems to ensure safe, accurate and optimal operation of pharmacy procurement, supply and distribution processes. Manage stock issues to ensure optimal inventory levels and support the maintenance of accurate inventory counts.
- 4. Pharmaceutical supply and Dispensary services** – Provide day-to-day operation of the pharmacy dispensary and pharmacy supply services within legal requirements, professional pharmacy standards, hospital policies and procedures. Ensure an efficient, safe and effective pharmacy dispensary and distribution service which supports the Eye & Ear Hospital’s standards of service.
- 5. Clinical support** - Provide clinical pharmacy services where needed of the highest standard, whilst being sensitive and responsive to all issues that may affect, directly or indirectly, the provision of services to our patients. Provide clinical interpretation of medication related matters and contribute to the development and review of Eye and Ear policies and procedures. Provide review and assistance with formulary management.
- 6. Education and training** – Participate in orientation and training of all new staff members. Participate in the pharmacy department professional development program. Deliver education and training to other Eye and Ear staff or students as required. Provide supervision to pharmacy technicians and students.
- 7. Meetings and Committees** - Attend and actively contribute to pharmacy department meetings and educational forums. Provide secretarial support for pharmacy technician meetings.
- 8. Administration** - Assist the Deputy Director of Pharmacy in preparation of the roster for pharmacy technicians. Assist in administration of automated dispensing machine and Merlin pharmacy systems. Assist with audits, end of month statistic preparation and reporting.
- 9. Other** –Provide other support to pharmacy services as directed.

QUALITY, PATIENT SAFETY AND RISK MANAGEMENT

The Eye and Ear Data Accountability Framework:

Quality data held by the Eye and Ear is an asset which needs to be managed with the same diligence as any other asset. Data integrity provides assurance that the data used for both internal and external use is reliable and trustworthy. Each staff member plays an important role in ensuring the integrity of data, through the capture of accurate, reliable and meaningful data; and timely data entry, data management, correction of errors, and submission. The Eye and Ear staff should be familiar with and adhere to the Eye and Ear Data Accountability Framework.

Ensure utilisation of systems designed to support the provision of safe, quality care. This involves:

- providing care that is patient and family-centred, delivered in partnership
- participating in the reporting and analysis of safety and quality data including risks or hazards
- participating in improvement activities
- participating in the reporting and analysis of adverse events and the identification of system improvements
- developing and maintaining skills and competencies relevant to clinical scope of practice
- participating in appropriate professional development activities and other quality and safety training
- participating in health service activities required for accreditation
- Ensuring appropriate use of hospital resources
- Being aware of the financial requirements of the department and demonstrate an awareness of cost effective practice
- Participating in the annual performance appraisal process

All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

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OCCUPATIONAL HEALTH AND SAFETY

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Comply with OHS legislative requirements and standards relevant to their area, and

be familiar with own responsibilities.

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions
- Fully co-operate with the Eye and Ear in any remedial actions it considers necessary to maintain a working environment which is safe and without risk to health and safety
- Ensure appropriate systems have been/and are being implemented and maintained to eliminate or minimise the risk of harm to employees, contractors, volunteers and students
- Participate in annual emergency procedures training

All staff are required to have a satisfactory National Criminal Record Check. Only direct patient care/clinical employees are required to have a valid Working With Children Check.

Selection Criteria: Qualifications, Experience and Competencies:

	Essential	Desirable
Education/qualifications/ memberships:	<ul style="list-style-type: none"> • Registered pharmacist with Pharmacy Board of Australia. 	<ul style="list-style-type: none"> • Membership with the Society of Hospital Pharmacists of Australia (SHPA).
Experience:	<ul style="list-style-type: none"> • Experience working as a pharmacist in a hospital setting. • Previous experience working in a hospital dispensary. 	<ul style="list-style-type: none"> • Previous experience using electronic prescribing software & automated dispensing machines. • Previous aseptic manufacturing experience. • Training and teaching experience. • Inventory management experience.
Competencies:	<ul style="list-style-type: none"> • Able to work independently or as part of a team. • Able to clearly and professionally communicate information by verbal and written means. • Applied attention to detail to work outputs. • Working understanding of Pharmaceutical Benefits Scheme (PBS) reimbursement requirements. 	<ul style="list-style-type: none"> • Planning, organisational and problem solving skills. • Able to use Merlin[®] software for procurement, dispensing and supply. • Knowledge of appropriate methods of information retrieval to support clinical practice.

	<ul style="list-style-type: none"> • Intermediate to advanced Microsoft Office skills (particularly Excel). • Demonstrate initiative, exercise good judgement and have the ability to achieve results. • Demonstrated commitment to improvement of patient outcomes. • Demonstrate good time management skills 	<ul style="list-style-type: none"> • Knowledge of requirements to legally procure and dispense Special Access Scheme (SAS) medications. • Able to use Victorian Health Incident Management System (VHIMS)/RiskMan software. • Able to utilise Cerner® Medication Management software to propose medication orders and view results.
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Key Working Relationships

(Internal)

- Allied health staff
- Application support staff
- Health Information staff
- Medical staff
- Nursing staff
- Pharmacy staff
- Supply staff
- Other relevant departments

(External)

- Health Professionals
- Patients
- Pharmaceutical suppliers and companies
- Health Purchasing Victoria
- Other agencies (external Hospital Pharmacy staff)

Authorisations

Manager Name

Catherine Rokahr

Date Written or Reviewed

3rd July 2020

The Eye and Ear reserve the right to modify position descriptions as required. Staff will be consulted when this occurs. Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description

Name: _____

Signature: _____

Date: _____