

Applicant Information Sheet

The following details concern the advertised position. Please note the information concerning the closing date and the address for forwarding applications.

<i>Advertised Position:</i>	Pharmacist - Grade 1
<i>Job Reference No:</i>	
<i>Industrial Agreement:</i>	Medical Scientists Pharmacists and Psychologists Agreement 2017
<i>Classification:</i>	Pharmacist Grade 1 (SW5-SW10)
<i>Salary:</i>	As per Agreement
<i>Hours:</i>	40 hours per week
<i>Position Tenure:</i>	Permanent
<i>Other Benefits:</i>	<ul style="list-style-type: none"> - Salary Packaging - Superannuation
<i>Name of Contact Officer for further details concerning the advertised position:</i>	Michelle Garner Director of Pharmacy Tel: 5143 8611 Email: michelle.garner@cghs.com.au
<i>Application Closing Date:</i>	3 August 2020

Applicants are required to respond to each identified Job Requirement Criteria (both Mandatory and Desired). A response is expected for each Leadership and Management Capability Heading identified in the Position Description.

Applications are to be submitted electronically via the CGH webpage: www.cghs.com.au.

Position Description

Role Title:	<i>Pharmacist</i>
Classification:	<i>Grade 1</i>
Industrial Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2021
Work Unit/Location:	<i>Sale</i>
Reports to:	<i>Director of Pharmacy</i>

A. About the Service:

Central Gippsland Health (CGH) is a subregional health service and the major provider of health and aged care services in the Wellington Shire.

CGH provides acute care as part of an integrated service delivery model across Wellington Shire and beyond. The service provides beds across three campuses (Sale, Maffra and Heyfield).

Acute services include a full time emergency department, critical care unit, neonatal critical care unit, four operating theatres, day procedure unit, and oncology and dialysis services in addition to general medical and surgical services and sub-acute services including rehabilitation.

CGH Pharmacy Department provides clinical pharmacy services and pharmaceutical care including inpatient, outpatient and discharge dispensing, imprest supply, aseptic compounding, drug information and in-service education to clinical staff and medical and nursing students and graduates, inpatient and outpatient medication education and consultant and supply services to regional hospitals.

B. Purpose of the Position:

This position will:

- Provide clinical pharmacy services and pharmaceutical care to patients across all settings within Central Gippsland Health and affiliated regional hospitals including acute inpatient, outpatient and residential aged care
- Provide efficient supply of medications to above listed patient groups and maintain accurate dispensing, ordering and receipting information for pharmaceutical stock
- Provide medication information and education to nursing, pharmacy and medical staff and students as required
- Maintain high standards of quality care and service, reliability and safety

This will occur within the principles of care coordination, where patients/clients/residents have access to a highly coordinated health care and community support system.

C. Key Objectives, Duties and Responsibilities:

- Provide patient specific individualisation of drug therapy. Identify, resolve and prevent drug therapy problems using a patient-focused process which includes the assessment of a patient's drug therapy needs through chart review and interpretation of clinical and laboratory findings, patient interview, and in consultation with the multidisciplinary care team. Develop pharmaceutical care plans with follow-up evaluation of efficacy and adverse effect outcomes
- Apply clinical knowledge and make sound decisions with a minimum of supervision
- Work independently, and as part of a multidisciplinary health care team
- Provide specialised clinical pharmacy services as defined by site; such as medication reconciliation with medication review, pharmacokinetic/therapeutic drug evaluation/monitoring and anticoagulation assessment/monitoring
- Proactively communicate patient/therapeutic care plan issues with patients, physicians, nurses and other members of patient care team. Participate in multidisciplinary patient care rounds and counsel patients on appropriate use of medications. Act as a liaison between the patient care area and the pharmacy dispensary, facilitating and resolving medication related issues
- Establish and maintain effective working relationships with physicians, other health practitioners, as well as patients and family members
- Answer complex drug information requests, often in relation to an individual patient care plan. Conduct systematic search of drug information sources including primary literature and

comprehensive databases. Demonstrate comprehensive understanding of design and methodology of clinical trials and critical analysis of information to answer questions and apply findings to individual patients. Provide in-service education on selected drug therapeutic topics to pharmacy staff, nurses and other health care professionals

- Document clinical activities, interventions, medication therapy recommendations and any other pertinent information in the client health record in accordance with the regulations, protocols and practice standards
- Process prescriptions and other supplies in an efficient and timely manner to support discharge planning, assist in maintaining inventory control/cost accounting for drugs and direct and monitor the activities of drug distribution Pharmacy Technicians per the typical duties and responsibilities of a pharmacist
- Perform all necessary transactions accurately and maintain comprehensive and well-organised records
- Operate related equipment, including utilising a variety of standard computerised office and pharmacy-specific software applications
- Communicate effectively both verbally and in writing. Ensure communication, reporting and documentation are timely and accurate
- Organise and prioritise workload in a self-directed manner to facilitate planned pharmaceutical care for individuals and groups and complete tasks with accuracy, precision and dependability
- Participate in medication use management activities including, preparing drug information/formulary reviews (e.g. submissions for Drug and Therapeutics Committee, guidelines and protocols), collecting data and/or developing criteria and standards for specific medication use evaluations
- Demonstrate and maintain the physical and emotional abilities necessary to carry out the duties of the position
- Function in accordance with legislation, CGH and professional policies and procedures affecting pharmacist's practice
- Identify and report breaches of law, policies and procedures related to pharmacy practice to line manager, pharmacy authorities or other appropriate authority
- Support the development of and comply with organisational and service level policies and procedures pertinent to pharmacist practice
- Maintain an effective process of care when confronted with differing values and beliefs
- Liaise with others to ensure that the rights of individuals/ groups are maintained
- Liaise with others to ensure that the spiritual, emotional and cultural needs of individuals/groups are met
- Consult with other members of the health care team to facilitate the provision of accurate information to, protect rights of, and enable informed decisions by, individuals and groups
- Provide instruction and/or experiential learning and training to new pharmacist staff, undergraduate pharmacy, nursing and medical students and pharmacist interns. Attend and participate in department meetings
- Participate in organisational and departmental patient safety and quality assurance improvement activities
- Maintain and report workload measurement activities and performance plan indicators as requested
- Use information technology with regard to the application of health care technology
- Represent the Pharmacy Department on committees as assigned
- Perform other related duties as assigned

D. Generic Responsibilities:

- Manage time and prioritise issues given that work demands can flow from a number of sources and will include deadlines
- Maintain awareness of current and changing external policy and developments, particularly in relation to medical workforce recruitment matters.
- Demonstrate a high standard of ethical behaviour and professional practice at all times.
- Actively participate in quality activities and accreditation processes in accordance with standard practice.
- Manage Occupational Health and Safety (OH&S) consistent with overall OH&S programs, policies and procedures within CGH and also: look after your own health; look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.

- Contribute extensively to the development of an annual capability development plan designed to support you to:
- achieve your personal goals and objectives;
- live ethically within your personal value system; and
- enthusiastically support CGH to achieve our strategic and service delivery goals and objectives.
- Support patient, client and community participation in decisions in all aspects of the service.
- Work within CGH policies, procedures and code of conduct.
- Remain 100 % compliant with mandatory and specific competencies and education as it relates to your specific role and responsibility every 12-36 months as per CGH Mandatory Competencies procedure.

E. Leadership Capabilities

Capability Heading		Level of Capability
1. Leads Self	<ul style="list-style-type: none"> - Is self-aware - Seeks out and takes opportunity for personal developments - Has strength of character - Links own performance to the performance of CGH 	Capable
2. Engages Others	<ul style="list-style-type: none"> - Values diversity and models cultural awareness - Employs a collaborative approach to innovation and change - Strengthens consumers, colleagues and others 	Capable
3. Achieves Outcomes	<ul style="list-style-type: none"> - Influences and communicates the direction - Is focussed and outcome orientated - Evaluates progress and is accountable for results 	Capable
4. Enables and Supports Innovation	<ul style="list-style-type: none"> - Champions the need for innovation and improvement - Builds support for change - Positively contributes to spreading innovative practice. 	Capable
5. Shapes Systems	<ul style="list-style-type: none"> - Understands and applies systems thinking - Understands and works through resistance and other impediments to change - Demonstrates political awareness and builds support for change 	Capable

F. Management Capabilities

Capability Heading	Level of Capability
1. Financial Management	Developing
2. People Management	Developing
3. Team Development	Developing
4. Information and Knowledge Management	Capable
5. Project Management	Developing
6. Resource Management and Commercial Acumen	Capable
7. Person Centred Care and Customer Service	Advanced
8. Continuous Improvement and Innovation Methodologies	Developing

9. OH&S and Workplace Safety
Capable
G. Job Requirement Criteria

Mandatory:

1. Current Pharmacy Board of Australia registration as a general pharmacist
2. Written response outlining capabilities against each CGH Leadership and Management Capability Heading (as identified at E and F).
3. Excellent clinical skills, pharmaceutical knowledge and attention to detail
4. Excellent computer skills

Desirable:

1. Experience with iPharmacy
2. Experience in hospital patient management and working in multidisciplinary teams
3. A portfolio demonstrating progression towards credentialing as Advanced under the Australian Advanced Practice Framework
4. Undertaking or holds relevant post-graduate studies

Other:

A Police Record Check regarding any criminal record will be required prior to finalisation of the appointment and updated every three (3) years.

A Mandatory Working With Children check may be required for this role.

This Position Description will be reviewed on an annual basis in keeping with changing requirements.

Reviewed By:	
Last Review Date:	
Date to be Reviewed:	

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

Employee's Signature:

Date: / /