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SA Health Job Pack

Job Title	Pharmacy Intern
Eligibility	Open to Everyone
Job Number	730893
Applications Closing Date	07/08/2020
Region / Division	SA Pharmacy
Health Service	Statewide Clinical Support Services
Location	Various
Classification	AHP1
Job Status	Multiple positions: Temp F/T (from 4/1/2021 up to 31/12/2021)
Total Indicative Remuneration	\$71,596 - \$87,209

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Contact Details

Full name	Sally Brown
Phone number	8204 4400
Email address	sally.brown@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Intern Pharmacist
Classification Code:	AHP1
LHN/ HN/ SAAS/ DHA:	SA Pharmacy
Department/Section / Unit/ Ward:	Pharmacy
Role Created/ Reviewed Date:	2012/December 2020
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

- > Undertakes a comprehensive practical training program that meets the registration requirements of the Australian Health Practitioner Regulation Agency (AHPRA). This training involves the participation in all aspects of pharmaceutical care under the supervision of a registered pharmacist. The Intern Pharmacist participates as a member of a team of professional and non-professional staff who work together to deliver optimal pharmaceutical care services to customers of SA Pharmacy.
- > Contributes to provision of a quality, cost effective pharmaceutical service through assisting in the preparation of prescriptions for inpatients, outpatients and patients at discharge, assists in the compounding of pharmaceutical products, counselling patients about their drug therapy and providing and interpreting medicines information to staff, patients and other health professionals.

Key Relationships/ Interactions:

Internal

The Intern Pharmacist:

- > reports for regular review and feedback to the preceptor pharmacist who oversees their training for the 12 month period
- > reports to the immediate supervisor of the area they are rostered in, initially communicating very frequently seeking guidance and direction but as a rotation progresses and competency is achieved communication may diminish to several times daily with the aim of independent completion of tasks
- > liaises with other Pharmacy staff and health professionals on a daily basis ensuring optimal workflow and patient care
- > liaises with other hospital/health service staff on an as required basis sharing knowledge and optimising patient outcomes

External

The Intern Pharmacist:

- > networks with other SA Pharmacy interns and participants in an accredited Intern Training Program sharing knowledge and learning with the aim of achieving full registration as a pharmacist by completion of the intern year

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Translating theoretical knowledge into practice
- > Achieving competence in the different areas of pharmacy practice
- > Building capacity to undertake tasks efficiently
- > Aligning with the goals and objectives of SA Pharmacy
- > Prioritising tasks
- > Building patient centric work practice

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provision of hospital services	<ul style="list-style-type: none">> Assist in the provision of a timely and accurate drug distribution and patient counselling service for both inpatient and ambulatory patients> Assist in the compounding of pharmaceuticals in accordance with the principles of the code of good manufacturing practice> Contribute to the department's role in the rational and judicious use of medicines by supporting approved treatment protocols> Assist in the dissemination, implementation and application of policies and guidelines to achieve best clinical practice whilst minimising adverse drug events and promoting cost effective therapy> Adopt and apply the strategic priorities regarding medication management, such as the APAC Guiding Principles and the Society of Hospital Pharmacists of Australia standards of practice which support the strategic objectives of SA Pharmacy> Work in collaboration with other health professionals and patients, sharing knowledge and improving patient health outcomes, safety and quality and efficiency of hospital care> Contribute to the achievement of SA Pharmacy goals and measurement of key performance indicators> Be part of the development of an inspiring, relevant vision for the organisation and to share ownership of these goals in order to create an effective work environment> Contribute to service improvement initiatives> Contribute to departmental research as directed> Resolve straight forward professional practice problems on a daily basis> In carrying out these tasks may be required to utilise video and tele conferencing to achieve outcomes across sites
Training & Competency	<ul style="list-style-type: none">> Actively participate in training programs and competency assessments> Build knowledge through independent learning, attending and contributing to the departments continuing education programme and participation in change management projects and quality improvement programs> Contribute to the education of other pharmacists, pre-registrant pharmacists and students

Develop effective relationships	<ul style="list-style-type: none"> > Develop effective relationships through empowering effective communication, motivating and creating a work environment that promotes life long learning, diversity, mutual trust and respect > Establish and maintain positive working relationships with clients, customers, consumers, employees, families and other key stakeholders within the public and private sectors and wider community through the use of effective communication strategies
Promote and achieve quality customer outcomes	<ul style="list-style-type: none"> > Contribute to a quality patient centric medication management environment through promotion, delivery and evaluation of a high quality customer service, customer products and service standards > Be motivated and encourage team members to achieve excellence in service provision to ensure the safe use of medications > Ensure the maintenance of clients' rights and responsibilities including customer/client/family/advocate participation in decision making when appropriate > Provide information and support to consumers and their carers to empower them to take responsibility for their own medication management
Increase self awareness and self management	<ul style="list-style-type: none"> > Increase self awareness of own strengths and development needs and act to improve ones performance based on this knowledge and through life long learning > Act with integrity by being aware of own behaviour and managing it to have the best possible impact on the behaviours of others > Build skills to manage and prioritise workload
Reconciliation and Cultural diversity	<ul style="list-style-type: none"> > Contribute to the improvement in health, well-being and positive participation of Aboriginal and Torres Strait Islanders
Work safely	<ul style="list-style-type: none"> > Make proper use of all safeguards, safety devices and personal protective equipment in undertaking duties > Take reasonable care to protect the health and safety of self and others > Undertake mandatory safety training programs

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Pharmacy degree or diploma from an accredited School of Pharmacy or has passed stage 1 of the APEC registration process in Australia.
- > Provisionally registered, or be eligible for provisional registration, with AHPRA.

Personal Abilities/Aptitudes/Skills:

- > Ability to communicate effectively (written and verbal) with patients, hospital staff and departmental colleagues
- > Ability to accept supervision and feedback
- > Ability to use initiative
- > Ability to be adaptable, flexible and resilient in terms of work duties
- > Ability to dispense efficiently and accurately
- > Good organisational skills
- > Ability to work as a team member in all areas of service delivery
- > Skills in analysing information relating to drug therapy and presenting it accurately and effectively to patients and staff.

Experience

- > Nil

Knowledge

- > Knowledge of medications including their pharmacology, therapeutic use and adverse effects.
- > An understanding of the Pharmacy Act and Controlled Substances Act and their Regulations.
- > Demonstrated knowledge of Therapeutic Goods and Administration Acts and Regulations including the Therapeutic Devices Acts and Regulations.
- > Some knowledge of standard drug information texts and electronic databases.
- > Knowledge of Occupational Health, Safety & and Welfare policies and procedures and their application in the workplace.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Grade Point Average of above 5

Personal Abilities/Aptitudes/Skills:

- > Nil

Experience

- > Experience in hospital or retail pharmacy
- > Use of computerised dispensing systems.
- > Use of iPharmacy.
- > Use of EPAS
- > Familiarity with common PC applications such as word processing, spread sheets, databases.

Knowledge

- > Knowledge of Brand / generic names, doses and forms of medications.
- > Knowledge of Pharmacy Practice
- > Knowledge of Clinical Therapeutics

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > A formal performance appraisal will be conducted annually and as required for the intern training program
- > Some out of hours work may be required
- > May be required to work a roster over 7 days including weekends and public holidays
- > May be required to participate in rotations through other sections of the Department/Local Health network
- > May be required to work at other SA Pharmacy sites
- > Hours may vary as per departmental roster; Normal working hours between 0600 and 2200hours
- > Some travel may be required; including interstate
- > Country based staff; have an unrestricted drivers licence and be prepared to drive on country roads; be prepared to fly in light aircraft
- > May require a health assessment prior to commencement
- > Exposure to restricted carcinogens/cyclophosphamide may occur

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children and Young People (Safety) Act 2017 (SA) 'Notification of Abuse or Neglect'*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and Determinations of the Commissioner for Public Sector Employment.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*
- > *Controlled Substances Act and Regulations*
- > *Pharmacy Act and Regulations*
- > *Follow SHPA practice guidelines*
- > *Follow SA Pharmacy and SA Health Directives and Guidelines*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a demonstration of appropriate behaviours which reflect a commitment to SA Health and SA Pharmacy values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

SA Pharmacy was formed on 1 July 2012, consolidating the publicly managed and operated pharmacy services of the five SA Local Health Networks. The service forms part of Statewide Clinical Support Services (this also include SA Medical Imaging and SA Pathology services). SA Pharmacy is led by the Executive Director SA Pharmacy.

SA Pharmacy is committed to providing a clinically led, cost-efficient, professional pharmacy service. Contemporary pharmacy services involve a range of activities aimed at enhancing the safe and effective use of medicines. These activities include the procurement, supply, manufacture and distribution of medicines, patient-centred clinical pharmacy services and system-wide professional services such as teaching, training and research.

SA Pharmacy Vision:

- > To provide safe, high-quality and cost effective pharmacy services, delivered by a committed and well supported workforce, to optimise patient outcomes.

SA Pharmacy Mission:

To work innovatively and effectively in the delivery of pharmacy services that:

- > Ensure safe, timely and reliable supply of medicines
- > Minimise the likelihood of medicine-related harm and optimise clinical outcomes
- > Contribute to the sustainability of safe medication use through clinical research, education and training
- > Maintain a safe workplace where staff are supported and valued.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

SA Pharmacy Cultural Values

SA Pharmacy welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Pharmacy is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.

- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Abigail Parry

Role Title: A/General Manager

Signature:



Date 03/07/2020

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	2012	Mar 2017	Original version.
V2	Mar 2017	Jan 2018	Added White Ribbon reference and removed reference to HR Manual
V3	Jan 2018	Oct 2018	Added version control and RD's Signed and saved as PDF for use
V4	Oct 2018	29/03/2019	Added Special Requirements Carcinogen exposure & SA Health Template Update Jul 2018
V5	29/03/2019	3/7/20	Addition of immunisation risk category and immunisation requirement in special conditions.
V6	3/7/20		Updated wording to the Criminal and Relevant History Screening Updated changes under Special Conditions regarding Criminal and Relevant History Screening. Updated changes under General Requirements regarding Children and Young People (Safety) Act 2017 (SA); Relevant Awards, Enterprise Agreements Updated Our Legal Entities to include regional LHNs.