

Position Title:	Grade 1 Pharmacist
Classification:	SW5 – SW10 Hospital Pharmacist Award
Reports to:	Assistant Deputy Director of Pharmacy/Site Manager
Department:	Pharmacy Department

About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

We improve the health of our communities through:

- Prevention and early intervention
- Community and home-based treatment and rehabilitation
- Specialised surgical; and medical diagnosis; treatment and monitoring services
- Hospital and community-based mental health services
- Comprehensive sub-acute and aged care and palliative care programs
- Research and teaching the next generation of healthcare professionals

More than 18,000 staff members work at over 40 care locations across southeastern Melbourne, including Monash Medical Centre, Monash Children's Hospital, Moorabbin Hospital, Dandenong Hospital, Casey Hospital, Kingston Centre, Cranbourne Centre, and an extensive network of rehabilitation, aged care, community health and mental health facilities.

Each year:

- We provide more than 4.1 million episodes of care to our community.
- Close to 265,000 people are admitted to our hospitals.
- More than 231,000 people receive care at our three emergency departments.
- We respond to more than 63,000 ambulance arrivals.
- We perform more than 46,000 surgical procedures.
- We deliver more than 10,000 babies.

As an equal opportunity employer, Monash Health is committed to a fair and non-discriminatory workplace that maximises the talent, potential and contribution of all employees. We are relentless in our pursuit of excellence and work to our six guiding principles.

Job Summary (Purpose /Key Result areas/Scope)

Purpose

- To provide medications and medication advice safely and professionally to a variety of clients.
- To provide clinical pharmacy services in a variety of settings
- To provide best practice pharmacy services as part of a pharmacy team in a diversity of pharmacy practice settings
- To carry out tasks in accordance with the designated scope of practice for a registered pharmacist

Key result Areas

- Assist in the education and training of pharmacy staff, pharmacy students on placement and intern pharmacists rostered within the operations/support or clinical pharmacy services rotations
- Support operations/support and clinical pharmacy services team leaders/members in providing an operationally efficient and effective service that is consistent, high quality, safe and innovative
- Adhere to governance processes for the service area and contribute to continual quality improvement initiatives
- Contribute to appropriate service area reports and performance metrics
- Ensure Monash Health's iCARE values and code of conduct, policies and procedures, best practice and professional standards and legislative requirements are promoted and complied with

Scope

Key relationships	Internal	External
	<ul style="list-style-type: none">▪ Pharmacy Leadership Team▪ Senior pharmacists in the pharmacy service area to which they are rostered (or their delegates). The role will report to these pharmacists as appropriate.▪ Pharmacy staff across all service areas▪ Medical, nursing and midwifery and other interprofessional Monash Health team members as required▪ Various committees, including Pharmacy CQI Committee	<ul style="list-style-type: none">▪ Patients, clients and carers▪ Pharmacy students under placement

Responsibilities/Accountabilities

Operational / Clinical

- Carry out all tasks and duties as required in the Pharmacy section to which rostered; specific tasks are dependent on the area but may include the following:
 - Review and dispense prescriptions
 - Provide education and advice to patients about their medication
 - Obtain and document medication histories for inpatients and ambulatory patients
 - Reconcile prescriptions and inpatient medication charts against medication histories
 - Review inpatient medication charts and communicate with medical and nursing staff regarding recommendations for optimisation of therapy, therapeutic monitoring and administration methods

- Provide medicines information and advice to other health care professionals.
- Supply pharmaceuticals (includes medicines, fluids and other products supplied by pharmacy) that are not available via the imprest system
- Assist in the compounding of non-aseptic products as required
- Assist in the Aseptic Preparation Suite, including aseptic preparation of products (after successful completion of appropriate training and competency assessment) and quality assurance activities
- Complete pharmacy operational requirements by organising and directing technicians' work flow and verifying their preparation and labelling of pharmaceuticals.
- Maintain pharmacological knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Maintain relevant performance metrics for the service area including workload, quality and efficiency
- Participate in projects and research relevant to the service area and present outcomes at relevant professional forums
- Attend meetings as required, including site-based staff meetings, committee and working groups.
- Advise supervisory staff on issues and achievements associated with the service area
- Assist in the orientation and training of staff working in the service area as required.
- Rotate through multiple sections of the Pharmacy Department and across multiple Monash Health sites
- Assist in other sections of the Pharmacy Department when required in a cooperative and collaborative manner to ensure the efficient utilisation of staff and resources
- Participate in weekend, late-shift and on-call rosters as required
- Carry out other duties delegated by the Director of Pharmacy or Pharmacy Leadership Team or Senior Pharmacist as required.
- Carry out compliance and improvement against the key elements of quality and safety
- Be responsible for quality of care at point of care

Financial Management

- Ensure that there is financial responsibility and accountability across the functions under the position's control and develop and implement financial strategies that will ensure budgetary targets and key performance indicators are met.
- Initiate and implement actions to improve the financial effectiveness of all functions, under the positions control.

Workforce

- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Monitor the operations and continuous improvement of the Monash Health Occupational Health and Safety Management System within area of responsibility and provide a safe and positive workplace
- Complete all necessary personal training and professional development requirements.

Person Specification

Qualifications/ Registrations/ Licenses (*italics indicated desirable*)

- Registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)/ Pharmacy Board
- Working with Children Check
- *Society of Hospital Pharmacists of Australia membership*
- *Advanced Pharmacy Practice Stage 1 (Transition) credentialed (completed or in progress/intended)*

Technical Skills/ Knowledge / Experience

- Excellent written and verbal communication skills.
- Proactive, constructive and creative approaches to problem solving for individual patients and service development.
- Ability to work effectively in interprofessional teams
- Commitment to continued professional development and education.
- Previous hospital experience desirable.

Capabilities

- Ability to build relationships and work in partnerships
- Work in a friendly, courteous and professional manner
- Ability to facilitate open discussion and resolve conflict
- Treat all patients and staff with respect and dignity and harness diversity
- Adaptability and ability to drive innovation, influence others and self-manage
- Provide change and safety leadership
- Build capability to address own and other's developmental needs
- Ability to manage resources sustainably to deliver exceptional care and outstanding outcomes
- Ability to drive operational effectiveness to achieve desired outcomes
- Problem solving by using a combination of logic, experience and analysis to make decisions and work through problems
- Ability to incorporate new technical knowledge into the job
- Ability to work collaboratively within Pharmacy and across disciplines to improve outcomes

Monash Health Values

Integrity	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
Compassion	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
Accountability	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
Respect	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
Excellence	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

Our guiding principles

We consistently provide safe, high quality and timely care
We provide experiences that exceed expectations
We work with humility, respect, kindness and compassion in high performing teams
We integrate teaching, research and innovation to continuously learn and improve
We orientate care towards our community to optimise access, independence and wellbeing
We manage our resources wisely and sustainably to provide value for our community

Other Position Requirements

- As we support a culture of safety and quality through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health.

Approved by	Director of Pharmacy
Department	Pharmacy Department
Date	October 2019