

Position Title:	Emergency Medicine Pharmacist
Award Classification:	Pharmacist Grade 1 Pharmacist Grade 1 or 2 Pharmacists Grade 2
Award / Agreement Name:	Medical Scientists, Pharmacists and Psychologists (Public Sector – Victoria Award)
Position reports to:	Senior Pharmacist – Emergency Medicine → Associate Program Director, Pharmacy (of the relevant site)

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



POSITION PURPOSE

The emergency medicine pharmacist is a member of the Eastern Health emergency medicine pharmacy team. The position will be working across Box Hill, Maroondah, and Angliss Hospital emergency departments to deliver clinical pharmacy services, ensure emergency departments are compliant with the relevant legislation, policies and procedures, and participation in education, training and research activities under the direction of the Senior Pharmacist Emergency Medicine and the relevant Associate Program Director Pharmacy.

KEY ACCOUNTABILITIES

Healthcare Excellence

- Provision of high quality best practice clinical pharmacy services aligned to professional associates and industry guidelines including Australasian College of Emergency Medicine, Safer Care Victoria guidelines and Society of Hospital Pharmacists of Australia (SHPA) Standards of Practice for Clinical Pharmacy and Emergency Medicine Pharmacy Practice
- Provision of clinical pharmacy service to ensure safe, effective and appropriate use of medication and efficient service delivery
- Apply effective clinical prioritisation tools to identify patients presenting to the emergency departments who are at high-risk of harm for targeted clinical pharmacist involvement including but not limited to identifying medication-related presentations to hospital with recommendation of appropriate clinical management
- Provide timely, accurate and effective review and supply of medicines
- Provide timely, accurate and effective communication to internal and external stakeholders
- Under the direction senior pharmacy and Pharmacy Associate Program Directors, coordinate response to medicine shortage, medicine recall and other medicine access issues as well as oversee the storage and return of patient's own medicines
- Participate in disaster and pandemic management planning including stock management, review of local emergency life-saving drugs register stock holdings, writing and reviewing local protocols and procedures, and facilitating communication strategies with relevant staff members
- Reporting and documentation of adverse medicine events and medication incidents in accordance with local and professional guidelines and legislation and assist appropriate patient management.
- Ensure familiarity and adherence to relevant Eastern Health policies/procedures/guidelines, national and state legislation/regulations and professional standards and codes
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification

PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

Leading in Learning

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development
- Contribute to the development and delivery of orientation and training material relevant to emergency medicine pharmacy service, under the direction of senior pharmacist and Associate Program Director.
- Active participate in professional education/development programs.
- Contribute to the development, implementation and monitoring of audit schedule and key performance indicators for emergency medicine pharmacy service that align with quality indicators and clinical care standards, under the direction of Senior Pharmacist and Pharmacy Associate Program Directors
- Participate in extended pharmacy scope credentialing as identified and appropriate to the role of emergency medicine pharmacist

Leading in Research and Innovation

- Participate in research, QUM and Medicines evaluation projects
- Contribute to the presentation and/or publication of service improvement projects
- Ensure professional and efficient delivery of various assigned functions of Pharmacy Program including facilitating standardisation of clinical pharmacy services across emergency departments
- Contribute to improving the cost-effective and quality use of medicines within Eastern Health emergency departments
- Participate in clinical research and quality improvement activities relevant to emergency medicine pharmacy service
- Provide input into medication related incidents investigations and participate in the implementation of strategies to address medication related risks as directed by Senior Pharmacist or Pharmacy Associate Program Directors

A Values-Based, Safe Workplace

- Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health.
- Staff are required to take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace.
- Recognises and deters potential risk which may jeopardize your health, safety and wellbeing.
- Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.
- Identifies and reports all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.
- Complies with all State legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.
- Implements harm minimisation and risk assessment strategies for at-risk individuals.
- Treats all employees of the organisation with respect and dignity and free of discrimination or harassment.

Quality

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

KEY SELECTION CRITERIA

Qualifications:

Essential:

- Eligible to be registered as a pharmacist with the Australian Health Practitioner Regulation Agency
- Commitment to patient-focussed service
- Able to function effectively and autonomously in clinical areas and the dispensary
- Able to function effectively in a multidisciplinary team
- Effective written and verbal communication skills
- Flexible, adaptable, agile
- Capable of performing under pressure, to meet time constraints and determine work priorities
- Computer literate
- Demonstrated understanding of customer service of internal and external customers and be committed to effectively meet their needs in a helpful and professional manner
- Commitment to participate in personal and departmental ongoing professional development, education and quality improvement activities
- Experience in hospital pharmacy (>2 years clinical pharmacy practice post registration as a pharmacist) (Grade 2)
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, a demonstrated ability to practice in accordance with the Society of Hospital Pharmacists of Australia (SHPA) Guidelines (Grade 2)
- Primary author of a presentation/poster presented at a SHPA or equivalent conference (Grade 2)
- Involvement in undergraduate clinical education (ie PEP, student hours) OR one of the pharmacist Grade 2 criteria according to the award (Grade 2) –
 - Representing Pharmacy and/or the health service on relevant committees or working groups
 - Ability to act as a point of reference within an area of specialisation
 - Demonstrated commitment to further education – undertaking or completed a Graduate Certificate or Diploma of Clinical Pharmacy
 - Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee engagement level
- Satisfactory work performance and participation in departmental activities and role model for junior staff and the Pharmacy Department (Grade 2)

Desirable:

- Experience in Australian public hospital pharmacy (Grade 1)
- Involvement in undergraduate clinical education (ie PEP, student hours) (Grade 1)
- Demonstrated commitment to further education by undertaking a Graduate Certificate or Diploma of Clinical Pharmacy (Grade 1)
- Experience with PBS
- Experience with Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Current Victorian driver's licence
- Recent ClinCAT completed to a specified satisfactory level
- Partnered Pharmacist Medication Charting credentialed

Experience:
Knowledge and Skills:
<ul style="list-style-type: none"> • High level communication, both written and verbal, demonstrated high level of inter personal skills with consumers, their families and all health care professionals. • Commitment to ongoing professional development. • Computer literacy and embracing of health technologies and informatics.
Personal Attributes:
<ul style="list-style-type: none"> • Exhibits behaviour which reflects the Eastern Health values. • Promotes and contributes to a supportive and engaged team environment. • Commits to providing a safe environment for all. • Respectful, collaborative and kind.

PERFORMANCE DEVELOPMENT

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VALUES

Eastern Health Values
<p>These values represent and describe the very heart of our organisation and what we stand for – all employees are required to abide by the Eastern Health Values: Patients First</p> <ul style="list-style-type: none"> ✓ Kindness ✓ Respect ✓ Excellence ✓ Agility ✓ Humility <p>Prior to accepting any offer of employment, prospective employees will be required to undertake a National Criminal Check.</p>

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. Staff employed by Eastern Health may, by negotiation, be required to work at any campus or facility of Eastern Health.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

PRIVACY AND CONFIDENTIALITY

Eastern Health and its staff are required by law to comply with their privacy obligations outlined in the Australian Privacy Principles and Health Privacy Principles contained respectively in the:

- Privacy and Data Protection Act 2014 (Vic)
- Health Records Act 2001 (Vic);
- section 141 of the Health Services Act 1988 (Vic);
- section 346 of the Mental Health Act 2014 (Vic); and the
- Charter of Human Rights and Responsibilities Act 2006 (Vic).

Additional obligations relating to privacy are found in various other Acts, such as mandatory disclosure requirements relating to child abuse in the Children, Youth and Families Act 2005 (Vic) and the Crimes Act 1958 (Vic).

Any information obtained in the course of employment is confidential and should not be accessed, used or shared for any purpose other than the performance of the duties for which the person was employed.

I confirm I have read, understood and accepted the Position Description and associated attachments.

Employee Name:

Employee Signature:

_____ Date: _____