

Position Description



POSITION TITLE: Clinical Pharmacist - COVID support	DIVISION: Chief Medical Officer
REPORTS TO: COVID Pharmacy Team Leader	DIRECT REPORTS: Pharmacy Technicians
ENTERPRISE AGREEMENT: Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017-2021	CLASSIFICATION: Grade 2
APPROVED: Director of Pharmacy	APPROVAL DATE: April 2022
PRIMARY OBJECTIVE:	
To provide clinical pharmacy services and COVID support to ensure safe, appropriate and efficient medicine use.	
PRIORITIES	VALUES
<p>OUR VISION By 2050, everyone in our community enjoys the best health care and wellbeing in Victoria.</p> <p>OUR PURPOSE Provide best care, every person, every day, so that everyone feels better.</p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):	
<p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> Assist the COVID vaccination program as part of the pharmacy COVID team eg vaccine preparation, logistics, immunisation, oral anti-viral management Provide a clinical pharmacy service including resolving medication related issues and COVID medicine drug interactions, completing the Medication Reconciliation Process, providing medicines information, counselling patients and assisting provision of oral COVID antiviral agents Ensure appropriate drug utilization through implementation of hospital policy and formulary guidelines/restrictions, and through liaison with medical and nursing staff. Participate in appropriate planning meetings. Participate in the intern and student programs. Initiate and participate in clinical pharmacy research projects and present at professional conferences, where appropriate. Assist team members in delivering a clinical pharmacy service Ensure all work is complete accurately on time and in accordance with Barwon Health policies and procedures. <p>After Consultation with Manager or others (CONSULTED)</p> <ul style="list-style-type: none"> Provision of Restricted Medicines in accordance with Drug and Therapeutics procedures Coverage due to staff leave Contribute to and assist the clinical pharmacy team manager in the performance of the team. <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> Requests for services outside daily coordinated schedule Serious non adherence to policy or protocol e.g. security or legal breaches 	<p>Purpose/Frequency of Contact</p> <ul style="list-style-type: none"> Communicate with clinical team members including medical, nursing and allied health staff Communicate with pharmacy technicians to ensure vaccination preparation is timely and appropriate. Communicate with clinical pharmacist colleagues and outpatient pharmacy staff. Daily contact with the ward or unit team, pharmacy technicians and clinical pharmacists in the ward or discharge setting to ensure optimum service delivery by resolving issues, sharing information and continuously improving systems and processes. 	<p>Contact/Organisation</p> <ul style="list-style-type: none"> Clinical Pharmacist, Division of Chief Medical Officer



KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Safe medication management	<ul style="list-style-type: none"> Regularly monitor and assess medicine management including COVID vaccine preparation to enhance medication safety in accordance with Standards established by the Society of Hospital Pharmacists of Australia. Complete a medication reconciliation form for patients being prescribed oral anti-viral CXOVID medications 	<ul style="list-style-type: none"> Departmental Key performance Indicators including Risk Mans, MRF completion rates etc. ClinCAT assessment Bar code scanning of prescriptions dispensed
Efficient medication management	<ul style="list-style-type: none"> Regularly monitor drug use to provide a cost efficient service Completion of alerts in Guidance MS for restricted antimicrobials 	<ul style="list-style-type: none"> Audit of drug usage Demonstrate compliance with relevant NSQHS standards Feedback
Counsel patients	<ul style="list-style-type: none"> Manage the education needs of patients to improve knowledge and adherence 	<ul style="list-style-type: none"> Refer ClinCAT assessment
Educate clinical staff	<ul style="list-style-type: none"> Provide medicine related education to clinical staff to enhance knowledge, medication safety and quality use of medicines. 	<ul style="list-style-type: none"> Annual Appraisal and Coaching Plan
Information Management	<ul style="list-style-type: none"> Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> Documentation audits
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan Assist in the planning, development and implementation of OHS measures Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements Ensures that mandatory OHS training is kept up to date 	<ul style="list-style-type: none"> Evidence of compliance with OHS policies and procedures Participation in team meetings where key OHS issues are discussed and resolved Evidence of hazard and incident reporting using RiskMan Maintains compliance with mandatory OHS training requirements



Other Duties	<ul style="list-style-type: none"> • Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours • Undertake special projects or reports required by the Manager on a wide range of issues • Report all incidents through the incident management system • Practice in accordance with the relevant health care or industry standards • Demonstrate an understanding of appropriate behaviours when engaging with children • Complete mandatory training and education • Comply with relevant Barwon Health policies and procedures • Participate in quality improvement activities • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • Barwon Health values modelled at all times • Professional Development Review • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with Barwon Health policies and procedures • Adherence with Child Safe Standards • Active participation in required quality improvement activities
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KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> • Monitors own emotional reactions when under pressure • Focuses on the positives in difficult situations • Bounces back from setbacks 	<p>Communicates clearly:</p> <ul style="list-style-type: none"> • Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy • Has the courage to respectfully have 'difficult' conversations • Discusses issues thoughtfully without getting aggressive 	<p>Works in teams:</p> <ul style="list-style-type: none"> • Works cooperatively with others to achieve shared objectives • Contributes to maintaining an environment of trust 	<p>Supports a shared purpose:</p> <ul style="list-style-type: none"> • Understands <u>Barwon Health's mission, vision and values</u> and can explain how they are relevant to work • Holds self and others responsible for achieving results
<p>Demonstrates commitment to personal development:</p> <ul style="list-style-type: none"> • Evaluates own strengths and areas for development • Seeks feedback from others on own performance and development • Seeks development opportunities 	<p>Listens, understands and adapt to others:</p> <ul style="list-style-type: none"> • Listens actively to others • Focuses on gaining a clear understanding of others' comments by asking clarifying questions and reflecting back 	<p>Develops others:</p> <ul style="list-style-type: none"> • Recognises and praises others for their contributions and accomplishments • Provides respectful and timely feedback to others 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> • Responds in a positive and flexible manner to change and uncertainty • Listens with an open mind to others when they propose new solutions and different ways of doing things
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> • Acts in alignment with the <u>Barwon Health Values and Code of Conduct</u> at all times • Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values and Code of Conduct</u> 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> • Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u> 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> • Recognises the positive benefits of diversity • Is sensitive to culture norms and expectations • Puts themselves in others' shoes to accept and value different perspectives 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> • Establishes and maintains effective consumer relationships • Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress • Shows initiative



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

QUALIFICATIONS

ESSENTIAL:

- Registered, or soon to be registered, as a pharmacist with AHPRA
- Interest in the COVID vaccine program

DESIRABLE:

- Postgraduate qualifications
- Immuniser accreditation

EXPERIENCE and/or SPECIALIST KNOWLEDGE–

ESSENTIAL:

- Hospital and clinical pharmacy experience
- Excellent communication skills

This role must be fully vaccinated for COVID-19 and meet the requirements of the Barwon Health Immunisation Policy.

