

## POSITION DESCRIPTION – The Alfred

Date revised: April 2022

<b>POSITION:</b>	<b>Senior Clinical Pharmacist – Adult Community Mental Health</b>
<b>AWARD/AGREEMENT:</b>	<b>HSU 4</b>
<b>CLASSIFICATION TITLE:</b>	<b>Hospital Pharmacist SX6 – SX81</b>
<b>DEPARTMENT/UNIT:</b>	<b>Pharmacy</b>
<b>CLINICAL PROGRAM:</b>	<b>Alfred Mental and Addiction Health</b>
<b>REPORTS TO</b>	<b>Lead Pharmacist – Mental and Addiction Health</b>
<b>ACCOUNTABLE TO:</b>	<b>Manager Community Mental and Addiction Health and Lead Pharmacist – Mental and Addiction Health</b>

---

## ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

## OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

**Integrity, Accountability, Collaboration and Knowledge.**

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

## DEPARTMENT

The Pharmacy services operate over 4 sites within Alfred Health and involve in training interns, undergraduate and overseas research students. Pharmacists are essential members of all clinical teams and have a critical role in patient management. Their understanding of Pharmaceutics, Pharmacology and Medicine Management ensures Alfred Health patients receive the best pharmacy care possible. The service has 3 key priorities:

- Medication Safety

- Cost effective use of medicines
- Delivery of specialist pharmacy expertise at critical points in the patient care pathway

Services have been aligned with the Alfred Health clinical programme structure. Further information is available at [www.alfredhealth.org.au/Department.aspx?ID=180](http://www.alfredhealth.org.au/Department.aspx?ID=180)

## TEAM SPECIFIC INFORMATION

Alfred Mental and Addiction Health is responsible for the operation of services which focus on people with a severe mental illness residing in the Inner South Eastern area of Melbourne.

Services are provided by a number of teams located at the Alfred Hospital (Commercial Road, Prahran) and at St. Kilda Road Clinic, Alma Road CCU in St. Kilda, Prevention and Recovery care (PARC) based in South Yarra, the Child & Adolescent Service located in Moorabbin, Aged Mental Health based at Caulfield Hospital and headspace services in various locations in Victoria. Alfred Mental and Addiction Health also works in partnership with relevant local non-government and social support agencies.

**The single most important goal of Alfred Mental and Addiction Health is to create an environment that facilitates clinical recovery, supports individual recovery efforts and strives to minimise service system barriers to the recovery process.**

AMAH Adult Community Mental and Addiction Health services include:

- St Kilda Road Clinic
  - Navigations and Transitions – including clozapine service
  - Continuing Care Teams (CCT)
  - Mobile Support and Treatment Service – Assertive Outreach & Intensive Rehabilitation
  - Homeless Outreach Psychiatry Service
  - Physical Health Team
- Residential Rehabilitation Services
  - Alma Road Continuing Care Units (ARCC)– Medium term clinical residential rehabilitation term, 20 beds
  - Prevention and Recovery Care (PARC) – short term, sub-acute service operated in partnership with ERMHA

Based at St Kilda Road Clinic and aligned with the Physical Health Team the incumbent will work with fellow Senior Mental Health Pharmacist to provide direct clinical services, secondary consultation, and education as well as contribution to quality and safety within the Adult Community Mental and Addiction Health Program. This includes the supervision and development of Clinical Pharmacists, trainees and students. Communication and liaison with inpatient pharmacists is essential to facilitate transition of AMAH clients between inpatient and community services.

Research is an essential part of pharmacy services at Alfred Health. The post holder will also be expected to contribute to the research and educational activities of the Alfred Mental and Addiction Health clinical program as required.

The Senior Community Mental Health Pharmacist may from time to time be required to support other areas of the AMAH clinical program.

## POSITION SUMMARY

- Coordination and delivery of pharmacy services to the AMAH clinical program.
- Provision of safe and efficient clinical pharmacy service to clients of AMAH.
- Provision of safe, efficient and economical use of medicines.
- Supervision of relevant pharmacy staff in the performance of their day to day responsibilities.
- Ensuring relevant pharmacy staff compliance with pharmacy and hospital procedures relating to their responsibilities including but not limited to Drug Formulary and Drug Guidelines.
- Mentoring and performance management of relevant pharmacy staff, including postgraduate and undergraduate pharmacists.
- Development and contribution to practice based research program relevant to the pharmacy, Directorate or Service.
- Provision of a clinical pharmacy service to the AMAH Community Program.
- To improve outcomes from pharmacological interventions by providing a highly specialist clinical pharmacy service to designated clinical teams within the organisation.
- Ensuring relevant local drug budgets are monitored and managed and information provided to advise prescribers and pharmacy on local drug use.

#### **DIRECT REPORTS (if applicable):**

- Completion of weekly contact and service hour data.
- Monthly activity and performance reports to Lead Clinical Pharmacist for AMAH and Associate Director of Pharmacy.
- Annual Service Plan to the Lead Clinical Pharmacist for AMAH and Associate Director of Pharmacy.
- Periodic reports and presentation to the relevant Directorate or Service Forums.

#### **KEY RESPONSIBILITIES**

##### **Clinical Practice and Service Provision**

- Coordinate the day to day activities of a clinical pharmacy service to a Directorate or specific service.
- Actively contribute to various drug utilisation and medication evaluation programs.
- Liaise with outside agencies to clarify patient medication records to improve patient care and reduce risk.
- Contribute to achieving the best use of medicines, by enabling informed patient choice and implementation of best practice guidelines.
- Coordinate and prepare monthly key performance indicator summaries for all areas of responsibility and report to Lead Clinical Pharmacist for AMAH and Associate Director of Pharmacy.
- Provision of a clinical pharmacy service to the AMAH Community Program, including support for clozapine coordinator role and other areas of the AMAH clinical programme as detailed in the Clinical Pharmacy Service Scope of Practice.
- Support other members of the organisation and pharmacy team on prescription safety and medicines management.
- To regularly participate in multidisciplinary team meetings, including 91 day clinical review meetings to review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy and tolerability).
- Review and advise on the management of patients receiving complex pharmacological treatments, or not responding to existing or established treatment regimes.
- To provide educational meetings/ training and awareness sessions for consumer and carer groups on the best use of medicines within the organisation and where appropriate other groups outside of the organisation.

- To undertake the answering of medicines information queries in response to patients, carers and all healthcare staff within the organisation.
- Provide education to patients and carers on the best use of their medicines, on an individual basis, to achieve informed consent and the most appropriate use of their medication.
- Record reportable contacts for data entry into CMI as per funding guidelines for community mental health.

## **Policies and Procedures**

- Update and maintain current policies relating to the clinical pharmacy service including documentation within QMS and ISO9001:2000.
- Ensure there is ongoing review of all local clinical pharmacy procedures to ensure that these are appropriate, effective and followed by staff.
- Update and maintain developmental plans specific to the pharmacy directorate in the departmental governance business plan, in conjunction with the Lead Clinical Pharmacist AMAH.
- Ensure pharmacy staff compliance with pharmacy and hospital procedures relating to their responsibilities including but not limited to Drug Formulary, Drug Guidelines and medication chart, prescription and activity documentation.

## **Staff Supervision**

- Provide supervision of trainees and students as required.

## **Research and Audit**

- Development and contribution to a practice-based research program relevant to the pharmacy department, Directorate or Service.
- Present advances in practice at appropriate pharmacy and medication forums
- Publish advances in practice in appropriate peer reviewed journals

## **Service Development and Strategy**

- Identify and introduce new clinical pharmacy practices that can result in improved medication use.
- Contribute to the strategic plan for pharmacy services which addresses Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives.
- Participation in development of departmental and organisational policies and procedures.
- Supporting the organisation in controlling risks associated with medicines use.
- To formulate proposals for the introduction of new medicines into the organisation considering any national recommendations, new evidence, other expert recommendation for evaluation by the organisation Drugs and Therapeutics Committee.
- Attend monthly AMAH Medication Safety and Health Informatics Meeting meetings.
- Participation in AMAH Community Program Business meetings and St Kilda Road Clinic Staff meetings advising on pharmaceutical issues.
- To work with inpatient and community teams to identify pharmaceutical issues and produce guidelines and implementation plans.
- Identify and introduce new clinical pharmacy practices that can result in improved medication use.
- To train staff in medicine related policies, to ensure safe and effective practice.
- To provide information and advice on drug usage and costs to all AMAH staff, and organisation wide where appropriate.

- Assist in the various university undergraduate and postgraduate experiential placement programs.
- To provide accurately and timely information for management purposes to ensure that the systematic provision of services is achieved.

## **General**

- Assist the Lead Clinical Pharmacist (AMAH) in general administrative responsibilities when requested.
- Attended and actively contribute to the pharmacy department meetings and educational forums.
- Actively participate in the Alfred Health Performance Management Program.
- Maintain and document ongoing CPD at a level applicable to the post.
- Practice within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
- Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met
- Practice as detailed in the various hospital policies and procedures.
- Participate in the pharmacy department and Alfred Health quality management programs.
- Participate in pharmacy-specific departmental duties as required such as extended working hours services, weekend, public holiday and on-call services according to departmental roster.

*This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the department's annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.*

**In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.**

## **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

## **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Provide Grade I/II pharmacists working in the directorate with appropriate supervision, training and instruction in accordance with Alfred Health policies and procedures.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.

- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.

## **KEY CAPABILITIES AND VALUES:**

### **Skills:**

- Demonstrated advanced clinical knowledge and practice in psychotropic medicine, including acute psychiatry, child and adolescent services and older age mental health services, addiction and substance misuse services
- Demonstrated leadership, negotiation and decision-making skills
- Communicates regularly with pharmacists outside the organisation through active participation in the affairs of professional (pharmacy and non-pharmacy) organisations.
- Ability to search and critically analyse medical and paramedical literature to support clinical decision making
- Advanced presentation and writing skills
- Ability to effectively liaise with individuals from other departments including medical, nursing and administrative staff
- Ability to communicate in spoken and written English
- Advanced computer skills

### **Core attributes:**

- Leadership and commitment to service development and mentoring
- Commitment to patient care
- Customer focused
- Courtesy, reliability and thoroughness
- Motivated, enthusiastic and initiative
- Commitment to continuing education and professional development
- Attention to detail and accuracy

### **Values**

Values consistent with those of Alfred Health which are integrity, accountability, collaboration and knowledge.

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

- Registered pharmacist with AHPRA
- Relevant clinical post-graduate qualification such as Masters in Clinical Pharmacy or equivalent
- Completion of a specialist qualification, or completion or progression towards a PhD highly desirable
- Credentialed or a portfolio that demonstrates progression towards credentialing as Advanced (Level 2 or 3) on the Australian Advanced Level Framework highly desirable

### **Experience:**

- Extensive experience in the provision of an advanced clinical pharmacy service to patients with mental illness.
- Extensive hospital pharmacy experience with a demonstrated understanding of contemporary practice in hospital clinical pharmacy services, QuM and therapeutics.
- Extensive experience in the critical evaluation of medical literature
- Superior administrative and organisational skills, and exhibit the ability to work and communicate effectively with pharmacy staff and other health professionals.
- Extensive experience in supervision and mentoring staff.

**Position Description authorised by: Associate Director of Pharmacy**

**Date:** June 2020