



Position title: Grade 1 Pharmacist

Classification: SW5 – SW10 Hospital Pharmacist Award

Reports to: Assistant Deputy Director of Pharmacy/Site Manager/Pharmacy Team Leader

Department: Pharmacy

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.

More than 18,000 of us work at over 40 care locations across south-east Melbourne, including seven hospitals and an extensive network of rehabilitation, aged care, community health and mental health facilities. Each year:

- We provide more than 3.2 million episodes of care to our community,
- Close to 260,000 people are admitted to our hospitals,
- Close to 217,000 people receive care at our three emergency departments,
- We respond to more than 64,000 ambulance arrivals,
- We perform more than 48,000 surgical procedures, and
- We deliver more than 10,000 babies.

We are an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all.

Job summary

Purpose

- To provide best practice pharmacy services and exceptional patient-centred care by ensuring medication safety and optimising medication management
- To provide pharmacy services as part of a pharmacy and interprofessional team in a diversity of pharmacy practice settings and Monash Health sites through operational and clinical pharmacy rotations to achieve the best outcomes for our patients
- To provide medicines and medication advice safely and professionally to patients, carers and health care professionals
- To perform 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 and clinical pharmacy services rotations
- Support operations and clinical pharmacy services team leaders/members in providing an 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 (CQI) initiatives
- Contribute to appropriate service area reports and performance metrics
- Ensure Monash Health's guiding principles, iCARE values and code of conduct, policies and procedures, best practice and professional standards and legislative requirements are promoted and complied with

Scope

Key internal relationships:

- Pharmacy Leadership Team
- Pharmacy team leaders 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
- Various committees, including Pharmacy CQI Committees

Key external relationships:

- Patients, clients and carers
- Pharmacy students on placement

Responsibilities

Operational / Clinical

Specific to this position

- Carry out all tasks and duties as required in the pharmacy service area to which they are rostered; specific tasks are dependent on the area but may include the following (after successful completion of the relevant credentialing programs):
 - Review and dispense prescriptions
 - Provide education and advice to patients/carers about their medication management and liaise with relevant community health care professionals to facilitate optimal transitions of care
 - Obtain and document best possible medication histories for inpatients and ambulatory patients
 - Reconcile prescriptions and inpatient medication orders/medication administration records against best possible medication histories
 - Review inpatient medication orders/medication administration records and communicate with medical, nursing and other health care professionals regarding recommendations for optimisation of medication management including therapeutic drug monitoring, medication stewardship programs and administration methods
 - Provide medicines information and advice to other health care professionals
 - Facilitate supply of and patient access to pharmaceuticals (includes medicines, fluids and other products supplied by pharmacy) in line with the Monash Health medication formulary
 - Assist in the compounding of non-aseptic and aseptic products
 - Prioritise workload to optimise quality and safety and patient flow
- Meet pharmacy operational requirements by organising and directing pharmacy team members' work flow and checking pharmacy technicians', intern pharmacists' and pharmacy students' preparation and labelling of pharmaceuticals

- Maintain and develop knowledge and skills relevant to scope of practice through continual professional development, establishing personal and professional networks and participating in professional organisations/societies
- Maintain relevant performance metrics for the service area including workload, quality and efficiency
- Participate in quality improvement projects and research relevant to the service area and disseminate findings at relevant professional forums and/or through publications
- Attend meetings as required, including site-based staff meetings, committees 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 various practice areas of the Pharmacy Department and across multiple Monash Health sites
- Assist in other services of the Pharmacy Department when required in a cooperative and collaborative manner to ensure the efficient utilisation of staff and resources
- Participate in weekend, public holiday, late-shift and on-call rosters as required
- Carry out other duties delegated by the Director of Pharmacy, Pharmacy Leadership Team members or Pharmacy Team Leader as required

Quality and safety

- The following responsibilities and accountabilities exist to ensure we deliver our National Standards. Refer to Monash Health's Clinical Governance Framework for more information:
 - Carry out compliance and improvement against the key elements of quality and safety
 - Be responsible for the 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 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

People

- 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.
- Provide a safe and positive workplace
- Complete all necessary personal training and professional development requirements.
- Participate in annual performance development discussions with your manager and complete all mandatory training and compliance activity

Person Specification

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

- Registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)/ Pharmacy Board
- *Advanced Pharmacy Practice Stage 1 (Transition) credentialed*
- *Society of Hospital Pharmacists of Australia membership*

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, education, quality improvement and research
- Previous hospital experience desirable

Capabilities

- Ability to build relationships and work in partnerships
- Work in a friendly, courteous and professional manner
- 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 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

Other position requirements

- As we support a culture of safety through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health. Applicants who are new to Monash Health must provide evidence of immunisation before they can receive an offer of employment
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working with Children Check
- Applicants who are new to Monash Health will be required to enter into an Employment Agreement before commencement

Our 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 and receives feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution-focused, seeks out opportunities, embraces quality improvement, professionalism

Our guiding Principles

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

Document approval

Approved by: Sue Kirsas, Director of Pharmacy

Department: Pharmacy

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