

# PENINSULA HEALTH

## POSITION DESCRIPTION

---

**Position Title:** Pharmacist – Grade 1 or Grade 2

---

**Cluster:** Operations

---

**Location:** Based at Frankston Hospital but may be required to work across all sites

---

**Agreement:** Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2021

---

**Hours:** As per contract

---

**Operationally Reports to:** Associate Director of Pharmacy – Frankston Operations

---

**Professionally Reports to:** Director of Pharmacy

---



## OVERVIEW OF PENINSULA HEALTH

Peninsula Health is the major metropolitan health service for Frankston and the Mornington Peninsula. We care for a population of 300,000 people, which swells to over 400,000 people during the peak tourism seasons between December and March.

We care for our community across the life continuum from obstetrics, paediatrics, emergency medicine, intensive care, critical care, surgical and general medicine, rehabilitation, and oncology, through to aged care and palliative care. We also provide extensive services in community health, health education and promotion, ambulatory care, and mental health.

Peninsula Health has over 6000 staff and 750 volunteers. We have undergone significant growth and transformation in recent years and are recognised as a leading metropolitan health service and major teaching and research hospital.

Our vision is to provide exceptional health and community care and our purpose is to work together to build a healthy community.

## OUR VALUES

Our values are at the core of everything we do. In representing Peninsula Health, we expect all employees and volunteers to:



### BE THE BEST

We strive for excellence in all that we do.



### BE A ROLE MODEL

Together, our behaviours build our culture.



### BE OPEN AND HONEST

We are transparent, accountable and innovative.



### BE COMPASSIONATE AND RESPECTFUL

We embrace diversity, advocate and care for our consumers, support our peers and grow our teams in a safe, kind and meaningful way.



### BE COLLABORATIVE

Our impact is better and stronger when we are inclusive and engaging of a broad network of people.



## POSITION SUMMARY

Pharmacy provides a range of clinical and operational services in our acute, sub-acute, mental health and community health services, reporting through to the Executive Director of Operations.

Under the guidance of Associate Directors of Pharmacy, the rotational pharmacist will work closely with senior pharmacists and clinical educators to deliver safe, personal, effective and connected care to our patients.

### Grade 1 Pharmacist

The pharmacist, in their capacity, may be involved with different units across the hospital, including medical, surgical and mental health to provide clinical services, medicines information as well as medication supply functions. The pharmacist is also expected to participate in all aspects of service provision, training and education, including attending and participating in education activities, and clinical supervision of interns and students.

### Grade 2 Pharmacist

The duties and responsibilities of a Grade 2 Pharmacist include those of a Grade 1 Pharmacist.

A Grade 2 Pharmacist however, is promoted to such a position having exhibited outstanding performance, obtained a postgraduate pharmacy qualification, conducted and presented a research project, and willingness to take on extra projects and duties. They must show a keenness to be involved in educational activities, and is active in departmental meetings and discussions. A Grade 2 pharmacist is expected to have completed Advanced Practice portfolio and assume extra responsibilities in specific area(s) but not limited to the following examples - actively participating and assisting in education; practice in specialised areas or role; credentialed to support scope of practice and engage with collaborators in continuing research projects.

## KEY RESPONSIBILITIES

- Accurate, safe, legal and appropriate dispensing/checking/distribution of all prescriptions and medication requests in a timely fashion (including controlled drugs).
- Providing effective and appropriate advice to patients on medication use in order to ensure their understanding of their medication regime.
- Ensure medication use is safe, personal, effective and services are efficient. This includes but not limited to, appropriate and timely counselling of patients in medication use, monitoring of medications especially those with a narrow therapeutic index, and ensuring medications are available.
- Provide connected care, ensuring appropriate communication of medication use between health care providers, both internally and external at transition of care.
- Ensure a safe high quality care in your work, which includes complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm.
- Participation in continuing education and development for internal pharmacy staff and other services e.g. nursing, medical officers, allied health etc. including but not limited to, clinical

PROMPT doc no: 24691368	Version: 1.0		
First created: 16/09/2016		Page 3 of 7	Last reviewed: 09/11/2020
Version changed: 14/06/2017		UNCONTROLLED WHEN DOWNLOADED	Next review:

discussions, product communications, Journal/updated guideline presentations and appropriate medication use education.

- Pharmacists may be required to work on Saturdays, Sundays and/or Public Holidays as per weekend/Public Holiday roster, in addition to the ordinary week's work. They are also expected to participate in the on-call roster. These rosters will be according to the Victorian Public Health Sector Enterprise Agreement.

## KEY RESULTS AREAS/MAIN PRIORITIES

### OPERATIONAL/CLINICAL PERFORMANCE

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Complete all mandatory training by the due date.
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.
- Recognise, respond and escalate changes in the patient's condition.
- Provide general dispensing and clinical ward pharmacy services as rostered.
- Provision of safe, efficient and economical use of medicines.
- Provide adequate and appropriate counselling relevant to the needs of the patients or carers.
- Conduct Best Possible Medication History reconciliation, and medication review to optimise therapy.
- Actively participate in multidisciplinary team meetings to review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy and tolerability).
- Communicate effectively relevant medication information to the clinicians, patient and carers.
- Ensure professional and efficient delivery of various assigned functions of Pharmacy Department.
- Appreciate and respond to the need of the consumers.
- Actively promote medication safety by participating and facilitating activities to improve medication safety for patients.
- Participate in clinical research and quality improvement activities including clinical interventions documentation, audit and quality improvement projects and publish and/or present clinical research.
- Building leadership skills through supervision of pharmacy undergraduates and interns, effective and efficient use of all resources and evaluation of risks to service delivery.
- Build a Pharmacy Practice portfolio to support your growth.
- Ensure Peninsula Health's Vision, Purpose and Values are upheld.

PROMPT doc no: 24691368	Version: 1.0		
First created: 16/09/2016		Page 4 of 7	Last reviewed: 09/11/2020
Version changed: 14/06/2017		UNCONTROLLED WHEN DOWNLOADED	Next review:

- Ensure Peninsula Health’s policies and procedures are implemented.
- Perform function in accordance with Legislation and professional practice standards and monitor compliance of others.
- Any other duties appropriate to the position and qualifications as delegated by the Director or Associate Directors of Pharmacy

## PENINSULA HEALTH VALUES

- Display the Peninsula Health values when carrying out duties and in all dealings with patients, consumers, clients, volunteers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces diversity.

## CONSUMER FOCUS AND PERSON CENTRED CARE

- Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.
- Demonstrate a commitment to the patient ‘Charter of Healthcare Rights.’
- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.
- Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.

## QUALITY AND SAFETY

- Ensure patient and consumer safety and quality of care is the highest priority.
- Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.
- Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers and colleagues.
- Ensure direct support workers are compliant with The Disability Worker Exclusion Scheme, which aims to strengthen the protections and safeguards for people with a disability.
- Ensure any hazards or incidents identified are reported promptly and that risk controls are implemented to eliminate/reduce risks and ensure the safety of staff as well as others.
- Actively participate in workplace health and safety initiatives and consult with colleagues and management in relation to issues that impact on the safety of the workplace.
- Comply with all Policies and Procedures, including the ‘Hand Hygiene’ Policy, ‘Smoke Free Work Environment’ policy and clinical/operational practice guidelines.
- Maintain confidentiality as per Peninsula Health policies and procedures and in accordance with relevant privacy and health records legislation.

PROMPT doc no: 24691368 Version: 1.0		
First created: 16/09/2016	Page 5 of 7	Last reviewed: 09/11/2020
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:

- Actively involve patients, consumers and/or carers in quality and safety improvement activities.
- Maintain up-to-date immunisation status related to own health care worker category.
- Ensure that the principles of general and patient manual handling are adhered to.
- Complete mandatory Electronic Medication Management (EMM) training prior to either administering or prescribing medication electronically.
- Ensure compliance with relevant legislation and Peninsula Health Policy on medication management and medication safety and, work in partnership with patients, consumers and colleagues to promote medication safety.
- Allied health clinicians are accountable for making clinical judgements about their own practice and operating within their own capacity and scope of practice. This must be conducted in accordance with Peninsula Health Policies and Clinical Practice Guidelines as well as discipline specific standards, policies, guidelines and codes of practice.

## PEOPLE AND CULTURE

- Create and develop a positive working relationship with team and colleagues.
- Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.
- Actively participate in relevant professional development.

# SELECTION CRITERIA

## ESSENTIAL CRITERIA

- Full Pharmacy Board of Australia (AHPRA) registration with no restrictions to the scope of practice, or an appropriate pharmaceutical qualification eligible for the registration.
- Demonstrate adequate level of clinical knowledge of current drug usage, interactions and counselling.
- Demonstrate highly developed communication and liaison skills.
- Demonstrate ability to work as part of a team.

## DESIRABLE CRITERIA

- Recent hospital pharmacy experience working as a clinical pharmacist.
- Have experience with using electronic medication management, preferably Cerner trained.
- Demonstrate commitment to further education and self-directed learning.
- Relevant or working towards pharmacy postgraduate qualifications.

PROMPT doc no: 24691368 Version: 1.0		
First created: 16/09/2016	Page 6 of 7	Last reviewed: 09/11/2020
Version changed: 14/06/2017	UNCONTROLLED WHEN DOWNLOADED	Next review:

## PERSONAL ATTRIBUTES

- Customer focus
- Problem solving
- Detail focus
- Conceptual and analytical ability
- Drive and commitment
- Integrity
- Initiative and accountability
- Time management skills

## PERFORMANCE APPRAISAL/REVIEW

1. Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the six month probationary period.
2. A Performance Development Review will be conducted on an annual basis.

## POSITION DESCRIPTION AUTHORISATION

<b>AUTHORISED BY</b> <b>(Relevant Director)</b>	
<b>NAME :</b> <b>Nicholas Jones, Director of Pharmacy</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

I have read and confirm I understand the information above.

<b>POSITION INCUMBENT NAME :</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>