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|-----------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------|-------|
| <b>Position Title:</b>                  | Pharmacist – Grade 2                                                                                       |                     |       |
| <b>Department:</b>                      | Pharmacy                                                                                                   | <b>Cost Centre:</b> | N0003 |
| <b>Enterprise Agreement:</b>            | Victorian Public Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2021 |                     |       |
| <b>Classification</b>                   | SX2 - SX5                                                                                                  |                     |       |
| <b>Reports To:</b>                      | Director/Deputy Director of Pharmacy                                                                       |                     |       |
| <b>Infection Control Risk Category:</b> | Category B - Indirect patient contact                                                                      |                     |       |

### Primary Purpose

To work with Working with Pharmacy management and other Pharmacy staff to enable the delivery of a high quality service to all consumers

### Accountabilities and Key Results Areas

#### Responsible for dispensing prescriptions for the following: -

- Discharged ward patients
- Outpatient dispensing for PBS and non-PBS items, HSD scripts, staff scripts
- Community Palliative Care
- Psychiatric Services and WRAD

#### Provision of drugs to:

- SWH wards and departments and regional services
- Psychiatric Services based at Hamilton and Portland Hospitals
- Several regional hospitals / health services / nursing homes

#### Participate as a Clinical Ward Pharmacist:

The Clinical Ward Pharmacist is responsible for supply of medication and drug information to the wards and for carrying out clinical duties in the assigned areas.

#### Summary of Clinical Ward Pharmacist Duties:

**Drug Distribution** - to ensure correct storage, rotation and currency of stocks and an adequate supply of drugs in ward stocks (in conjunction with the Pharmacy Technicians). Also, to ensure that adequate stocks of drugs in use or likely to be used are available in ward stocks.

Monitor Controlled Substances (S8) stock levels, orders and deliver to wards. Check and sign Schedule 8 drugs into ward Administration Register.

#### Clinical Services:

- To monitor the use of drugs at ward level to ensure safety of drug orders and correct administration. Patient charts to be checked daily;
- To establish a rapport with the patient regarding drug therapy. To provide appropriate medication counselling, to promote the Quality Use of Medicines;
- To supply information about drug usage to Medical and Nursing staff;
- To attend Ward Meetings, Drug Administration Rounds, etc., and give presentations to staff on selected topics, as required;
- To initiate and participate in any form of audit and quality improvement activities relevant to Pharmacy, especially with regards to NSQHS Accreditation standards;
- To monitor adverse drug reactions, and report as necessary to the TGA. A Riskman report will also be completed in line with SWH medication policy.
- Ensure all parenteral nutrition solutions and epidural syringes are ordered, delivered and used correctly. This may also involve the preparation of these products.

- Conduct Medication Management Reviews in accordance with SHPA Clinical Practice Guidelines, and SWH Pharmacy policies. This includes the patient journey from admission through to discharge.

**Other duties as directed, including:**

- Participate in the following activities, as per roster:-
  - Preparation of Parenteral Nutrition,
  - Preparation of Day Stay Unit infusions, according to patient load.
  - Chemotherapy drug preparation (where decided by Director of Pharmacy).
- Registration to dispense CLOZAPINE (Clopine).
- Checking prepacking and dosette packing operations as required.
- Maintain records and workload statistics.
- Assist with the Drug Information section of the Pharmacy Department. Also to provide a service to all areas of SWH, including regional hospitals.
- Attend relevant meetings as the Pharmacy Department representative.
- Participate in Professional Education and Development activities.

**Generic Responsibilities and Accountabilities**

Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:

1.
  - Infection Control policies
  - Confidentiality policy and privacy legislation
  - Occupational Health and Safety policies and regulations
  - Guidelines of the State Services Authority including the public sector
2. Employment principles and Code of Conduct
  - Fire, disaster and other emergency procedures
  - Smoke Free Campus policy
  - Risk Management policies and guidelines
  - Consumer Participation Strategy
3.
  - Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
  - Current Immunisation status in alignment with South West Healthcare’s Immunisation policy
  - Promote the organisation in a positive manner
  - Participate as a cohesive member of the health care team
  - Respect the rights of individuals
  - Provide a child safe environment
  - Participate in Continuous Quality Improvement within the organisation
  - Accept responsibility for your own personal belongings
  - Respect and appropriately care for the organisation’s property and equipment
  - Participate in an annual Staff Development Review.

**Key Relationships**

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>Internal:</b> | Other pharmacy staff, nurses, doctors, allied health professionals |
| <b>External:</b> | External doctors, pharmacies and health services                   |

**Position Impact**

|                        |  |
|------------------------|--|
| <b>Direct Reports:</b> |  |
| <b>Budget:</b>         |  |

**Selection Criteria:**

- Current registration as a pharmacist with AHPRA
- Established and current clinical pharmacy practice skills and experience.
- Preferably has had some exposure to a broad range of Pharmacy services in the general hospital field.
- Familiar with National Standards Accreditation requirements.
- Is able to work in and promote a multidisciplinary team environment.
- Excellent written and verbal communication skills.
- Has or will complete Pharmacist Certification in accordance with Victorian Policy for ‘Maintenance Pharmacotherapy for Opioid Dependence Appendix 5’
- An ability to participate in the sterile and chemotherapy compounding is preferred.

**Approvals**

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Employee Signature:</b>  |  | <b>Date:</b> |  |
| <b>Manager’s Signature:</b> |  | <b>Date:</b> |  |