|  |
| --- |
|  |
| **Position Title** | Hospital Pharmacist  |
| **Position Number** | New |
| **Department** | Pharmacy  |
| **Classification** | Grade 1  |
| **Agreement**  | Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017-2021  |
| **Reports to:** | Director of Clinical Services  |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide a range of clinical and operational services to consumers and clinical departments of East Grampians Health Service under the general direction and supervision of the senior pharmacist. A Grade 1 pharmacist will be able to provide clinical services, medicines information to health professionals and consumers, medication supply functions and other pharmacy services as outlined in the responsibilities section of the position description.

**Department / Unit Specific Overview**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services. We offer Acute and Aged Care Services including Urgent Care Centre, Inpatient Services, Oncology, and Midwifery with residential aged care services include 81 bed-based services located at Parkland House Hostel in Willaura, Garden View Court Hotel Ararat and 70 Lowe Street Ararat. Other services also include Community Nursing, Allied Health including Dental, Perioperative Services, Medical Imaging and Health Information.

The pharmacy service, based at the Ararat campus, is located in the acute inpatient ward. The pharmacy services acute (including the inpatient unit, urgent care centre and oncology department), perioperative and dialysis units and residential aged care services at Ararat and Willaura.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our consumers and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and consumers.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment that is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Complete medication reconciliation on admission within a timely manner
* Review medication orders and discharge prescriptions
* Liaise with medical and nursing staff to ensure safe and appropriate medication use
* Provide appropriate counselling to consumers about their medications
* Prepare medication lists (as required) and provide other consumer support materials as needed to support medication literacy
* Undertake therapeutic monitoring of medications where required
* Clinical pharmacy ward rounds and multidisciplinary team meetings
* Clinically screen chemotherapy orders and provide support for oncology consumers
* Ensure safe and timely provision of oncology pharmacy services
* Act as a consumer advocate to prescribers for medication best practice
* Participate in EGHS Antimicrobial Stewardship program initiatives
* Act as a knowledge and advice resource for EGHS staff in relation to medication management
* Dispensary services as appropriate for outpatients, inpatients and discharges
* Liaising with internal and external stakeholders as required
* Assistance in ensuring that all relevant pharmacy policies are current and represent best practice
* Assistance in ensuring that EGHS meet the requirements of the National Safety and Quality Standards and the Aged Care Quality Standards in relation to the pharmacy department and medication management across the health service

**Other Pharmacy Services**

Ensure the ongoing ability to provide clinical excellence including:

* Represent the pharmacy department at relevant internal and external meetings when required
* Act as a delegate for the senior pharmacist as required
* Actively participate in auditing and reporting requirements
* Actively participate in relevant quality improvement activities, with a particular focus on NSQHS Standard 4 (Medication Safety), relevant Clinical Care Standards and the Aged Care Quality Standards
* Actively participate in EGHS risk identification, reporting and mitigation processes associated with medication management

**Key Performance Indicators**

* Demonstration of EGHS organisational values
* Completion of mandatory education requirements
* Maintain a good working knowledge of and adherence to relevant legislation and standards related to the role
* Teamwork and collaboration within the pharmacy department, EGHS staff and consumers and relevant stakeholders
* Good compliance with medication management as demonstrated in internal and external reviews and audits

Key Selection Criteria

**Essential Criteria:**

* Bachelor of Pharmacy or equivalent degree with registration as a pharmacist with the Australian Health Practitioner Regulation Authority (AHPRA) with no restrictions to the scope of practice.
* Demonstrated level of clinical knowledge, medication usage, interactions and counselling
* Demonstrated ability to function with honesty and integrity in a work environment that is dependent on adherence to legal requirements
* Demonstrate well developed organisational and time management skills
* Demonstrate well developed communication skills
* The ability to work collaboratively in a multidisciplinary team
* Current National Police Check (renewed every 3 years)
* Current Working with Children Check (renewed every 5 years)
* Compliance with current immunisation requirements (annually)

**Desirable Criteria:**

* Experience in using iPharmacy iSOFT software
* Recent hospital pharmacy experience
* Membership to an appropriate professional body (Society of Hospital Pharmacists of Australia or Pharmaceutical Society of Australia

**Acknowledgement**

Employee Signature:

Employee Name: Date:

Manager Signature:

Manager Name: Date:

**Developed Date: September 2022**

**Developed by:**

**Date of next Review: 2023**