

**POSITION DESCRIPTION – Alfred Health/The Alfred/Caulfield Hospital/Sandringham Hospital**

**Date revised: September 2012**

**POSITION: Pharmacist –Clinical Services**

**AWARD/AGREEMENT: HSU 4**

**CLASSIFICATION TITLE: Hospital Pharmacist Grade II SX2 – SX5**

**DEPARTMENT/UNIT: Pharmacy**

**DIVISION: Medical Services**

**ACCOUNTABLE TO: Senior Pharmacist – Clinical Services**

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**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=180Alfred](http://www.alfredhealth.org.au/Department.aspx?ID=180Alfred)

## **POSITION SUMMARY**

- Provision of safe and efficient clinical pharmacy service to patients of the Directorate or Service.
- Provision of safe, efficient and economical use of medicines.
- Supervision and mentoring 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
- Development and contribution to practice based research program relevant to the pharmacy, Directorate or Service
- 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):**

- Activity and performance reports to Deputy Director of Pharmacy
- Periodic reports and presentations to the relevant Directorate or Service Forums

## **KEY RESPONSIBILITIES**

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

- Provision of day to day activities of a clinical pharmacy service to a Directorate or specific service as detailed in the Clinical Pharmacy Service Scope of Practice.
- 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
- Support other members of the organisation pharmacy team on prescription safety and medicines management.
- To regularly participate in multidisciplinary team meetings, CPA 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 carer and user 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
- To 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
- To be involved in locality clinical effectiveness programs, and to advise on pharmaceutical issues

## **Education**

- Identification of training and educational requirements and priorities in conjunction with the Senior Pharmacist: Clinical Education
- Oversee supervision of relevant pharmacists, scientists, trainees and students working within area of responsibility
- Attend clinical meeting within area of responsibility
- Assist in the teaching of relevant pharmacists, technicians, various university undergraduate and postgraduate experiential placement programs

## **Quality Improvement**

- 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.
- Identifying and developing pharmacy risk management processes
- Supporting the Hospital in controlling risks associated with medicines use

## **Policies and Procedures**

- Maintain implementation of current policies relating to the clinical pharmacy service including documentation within ISO9001:2000.
- Assist in the delivery of developmental plans specific to the pharmacy directorate in the departmental developmental and governance business plan.
- Ensure ongoing implementation of all local clinical pharmacy procedures.
- Ensure 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.
- Feeding back to the groups on relevant issues.
- To formulate proposals for the introduction of new medicines into the organisation taking into account any national recommendations , new evidence, other expert recommendation for evaluation by the organisation Drugs and Therapeutics Committee
- To work with in-patient and community teams to identify pharmaceutical issues and produce guidance on how to deal with them
- To provide information and advice on drug usage and costs to medical and nursing staff within designated areas of practice, and Hospital wide where appropriate
- To provide accurately and timely information for management purposes to ensure that the systematic provision of services is achieved.

## **Research and Audit**

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

## **General**

- Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.
- Participate in the extended working hours services according to departmental roster.
- Participate in weekend, public holiday and on-call services according to departmental roster.
- 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. Attended and actively contribute to the pharmacy department meetings and educational forums.
- 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.
- 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:**

- 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:**

### **Capabilities**

#### Skills:

- Ability to demonstrate strong decision making skills
- Demonstrated knowledge in pharmacotherapeutics
- Ability to search and analyse medical and paramedical literature
- Advanced presentation and writing skills
- Ability to liaise with individuals from other departments including medical, nursing and administrative staff
- Ability to communicate in spoken and written English
- Excellent computer skills

#### Core attributes:

- Leadership and commitment to service development
- 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**

#### Qualifications:

- Registered pharmacist in Victoria
- Relevant post-graduate qualification highly desirable
- Relevant credential in Pharmacotherapy or specialised area of therapeutics highly desirable

#### Experience:

- Hospital pharmacy experience with a demonstrated understanding of contemporary practice in hospital clinical pharmacy services, QuM and therapeutics.
- Superior administrative and organisational skills, and exhibit the ability to work and communicate effectively with pharmacy staff and other health professionals.

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

**Date:** September 2012