

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Pharmacist, Medication Safety
Position Number:	519818
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Hospital Pharmacy
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Pharmacy Manager - Safe Medication Practice
Effective Date:	October 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Pharmacy Board of Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Current Driver's Licence
Position Features:	<p>Intrastate travel will be required</p> <p>Occasional interstate travel will be required</p> <p>If requested, participate in an on-call roster with other pharmacists for out-of-hours provision of pharmacy services as needed</p> <p>Remain on-call as necessary in emergency situations (eg. Code Brown, Pandemic, critical medication shortages)</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Support hospital-wide and statewide multidisciplinary activities and programs that improve medication safety.

Take a lead role in supporting the medication safety portfolio within the Royal Hobart Hospital (RHH).

Provide strategic advice and professional support to the Pharmacy Manager - Safe Medication Practice and Pharmacy Manager in relation to medication management and medication safety.

Duties:

1. Manage the medication safety program at the RHH.

- 1.1. Be responsible for directing the program of work within the RHH necessary to support safe practice by medical, nursing, and pharmacy staff.
- 1.2. Undertake gap analysis and needs analysis and identify appropriate strategies to achieve excellence in safe medication practices.
- 1.3. Take the lead role within the region for accreditation under the NSQHS Standards, particularly Standard 4 - Medication Safety, by coordinating and directing the work program.
- 1.4. Work within a team of staff, including pharmacy and other disciplines, to undertake policy development and project delivery relating to safe medication practices.
- 1.5. Develop and provide regular performance reports to the Pharmacy Manager - Safe Medication Practice, the Executive Director - Statewide Hospital Pharmacy Operations and the Pharmacy Manager including regular compilation of indicators related to medication safety, and indicators relating to pharmacy service delivery.

2. Work collaboratively to support safe medication practices within the RHH.

- 2.1. Work with key nursing, medical, allied health, and management staff within the RHH to support hospital and service-wide initiatives, standards, practices, and policies.
- 2.2. Represent the Pharmacy on statewide and local committees as necessary.
- 2.3. Work with senior management and executive staff to coordinate and foster support for the implementation of medication safety initiatives, and ensure their integration with the broader work program of the Patient Safety service.

3. Contribute to the management of the Hospital Pharmacy service

- 3.1. Coordinate the accreditation requirements of the RHH Pharmacy Department.
- 3.2. Support the goals and initiatives of the Safe Medication Practice Unit.

4. Other duties

- 4.1. If requested, this position may participate in patient care activities including dispensing, clinical pharmacy services.
- 4.2. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Under the broad direction of the Pharmacy Manager - Safe Medication Practice and the Pharmacy Manager, this role is responsible for leading the medication safety work program and portfolio within the pharmacy service at the RHH. This involves working collaboratively with pharmacy staff and other disciplines.
- The role may be requested to undertake statewide responsibilities, within the boundaries of the RHH and Statewide Hospital Pharmacy Service.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Key Behaviours:

The incumbent should endeavour to make the pharmacy workplace a positive environment for all colleagues by:

- Creating and fostering an attitude of positivity and teamwork
- Coaching others when needed in a supportive fashion
- Collaborating with a broad range of peers and colleagues
- Demonstrating the commitment and capability of the pharmacy service to improve patient outcomes
- Taking every opportunity to improve the pharmacy workplace and the working lives of other team members
- Being mindful of the needs of others and demonstrate care, compassion, and respect.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences

- d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Detailed understanding of Commonwealth and State medication and pharmacy-related practice standards and a strong understanding of contemporary hospital pharmacy practice drawn from experience and interstate networks.
2. Proven experience in an acute hospital pharmacy service, and demonstrated teamwork, analytical and creative skills.
3. Demonstrated understanding of the contemporary medication safety agenda across Australian acute hospitals, including the Australian hospital accreditation framework and safety and quality frameworks.
4. Demonstrated success in developing and implementing medication related procedures and guidelines for application by a range of health professionals.
5. Experience with implementing multidisciplinary medication safety initiatives on a whole-of-hospital level.
6. Highly developed interpersonal, communication, representation, negotiation, and conflict resolution skills.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).