

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Pharmacy Educator
Position Number:	523964, 525460
Classification:	Allied Health Professional Level 3
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:	Manager, Clinical Pharmacy
Effective Date:	May 2018
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:	Post graduate qualification in Clinical Pharmacy.
Position Features:	<p>Frequent intrastate travel is a requirement of this position.</p> <p>Occasional interstate travel will be required.</p> <p>Participate in an on-call roster and availability roster with other pharmacists for out of hours provision of pharmacy services.</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:

Facilitate education and training of undergraduate, intern, general level and new-to-hospital pharmacists in hospital pharmacy practice.

Participate in the design, implementation, and evaluation of pharmacy practitioner development programs.

Duties:

1. Coordinate the pharmacy intern educational program within the hospital pharmacies, roster pharmacy interns, allocate and support preceptors, and maintain relationships with intern training providers.
2. Coordinate pharmacy residency programs, and directly supervise the development of appointed pharmacy residents.
3. Liaise with members of the pharmacy management team to ensure training programs (including coordination of the pharmacy intern program) meet the needs of the pharmacies, whilst also developing the skills required within the intern workforce.
4. Provide and coordinate professional clinical supervision to early career clinical pharmacists and new-to-hospital pharmacists, including monitoring of professional standards, service delivery and outcomes, formal performance appraisal and competency assessment using the national clinical competency standards (SPHA ClinCAT).
5. Provide clinical advice, education, training and mentorship to intern pharmacists, undergraduate students, and new-to-hospital pharmacists.
6. Act as a professional preceptor for pharmacy interns by monitoring performance and providing feedback in line with competency requirements for registration.
7. Promote a culture of continuous education, learning and skills development for the statewide Hospital Pharmacy Service.
8. Support pharmacy staff to develop and deliver educational programs focussed on medication management for medical, nursing and multidisciplinary teams across the Agency.
9. Facilitate the supervision of, or personally supervise, clinical experiential training for pharmacy students in conjunction with Clinical Lecturers of the University of Tasmania.
10. Work as part of a pharmacy education team across the Agency, working in partnership with other Pharmacy Educators and Clinical Pharmacy Managers.
11. Contribute to clinical research activities within the pharmacies by assisting with supervision of undergraduate, intern and general level pharmacists undertaking projects including Drug Use Evaluation (DUE).
12. Provide and be individually accountable for the delivery of high-level clinical pharmacy services, which meet the requirements of the Australian Pharmaceutical Advisory Council (APAC) Standards, to allocated patients, with minimal direct supervision.
13. Utilise high levels of knowledge and independent professional judgment to facilitate the provision of complex clinical decision making across multiple specialties based on the interpretation of reliable evidence-based practice.

14. Participate in the identification, development and implementation of quality and service improvement activities that enhance the delivery of pharmacy services within the Agency.
15. 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 and related training.
16. 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:

- The Pharmacy Educator reports to the Manager, Clinical Pharmacy, who provides general direction and establishes goals and objectives for the role.
- The occupant is expected to demonstrate autonomy in the role and will exercise initiative and professional judgment across the spectrum of responsibilities, as well as to judge when to seek advice or direction.
- 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.

Key Behaviours:

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

- a) Creating and fostering an attitude of positivity and teamwork.
- b) Coaching others when needed in a supportive fashion.
- c) Collaborating with a broad range of peers and colleagues.
- d) Demonstrating the commitment and capability of the pharmacy service to improve patient outcomes.
- e) Taking every opportunity to improve the pharmacy workplace and the working lives of other team members.
- f) Being mindful of the needs of others and demonstrating 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:

1. 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. Extensive experience in pharmacy practice in a variety of practice settings, including clinical pharmacy services.
2. Experience in providing undergraduate or postgraduate education and supervision of pharmacy students and early career pharmacists.
3. Experience in the use of competency development frameworks (such as SHPA ClinCAT).
4. Highly developed written and oral communication and interpersonal skills, and the ability to communicate with sensitivity and respect. Demonstrated ability to foster good teamwork and a positive attitude to the workplace.
5. Demonstrated high level understanding of the practice development needs of hospital pharmacies, and a sound understanding of the principles of adult learning.
6. Demonstrated ability to contribute to clinical research activities, including assisting with the supervision of undergraduate, intern and general level pharmacists undertaking Quality Use of Medicines (QUM) projects.
7. Demonstrated ability to work autonomously, with minimal supervision, to meet goals and objectives and prioritise and manage tasks.

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](#).