

Statement of Duties

Position Title: Specialist Pharmacist - Renal Outpatients	Position Number: 523460	Effective Date: January 2018
Group: Community, Mental Health and Wellbeing		
Section: Statewide Hospital Pharmacy	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager, Clinical Pharmacy		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As the Specialist Pharmacist, provide pharmaceutical care to renal patients, with a particular focus on the outpatient setting, as well as training, professional supervision and support to clinical staff within the Royal Hobart Hospital.

Coordinate the practice of clinical activities and the provision of drug information in the specialist area of renal medicine.

Duties:

1. Provide and coordinate comprehensive pharmaceutical care as part of a multidisciplinary team in the area of outpatient renal medicine, including patient interview and counselling, and the provision of professional advice and consultancy services to other health professionals.
2. Collaboratively coordinate renal outpatient bookings and clinic sessions, and manage and prioritise clinic lists for renal patients requiring the input of an outpatient pharmacist service.
3. Educate pharmacy staff and undergraduate and postgraduate students in the theory and practice of clinical pharmacy services and supervise other pharmacists and associated support staff in the specialist area.
4. Take an active role in the maintenance and provision of drug information and drug utilisation evaluation within renal medicine and in education programs for other health professionals (including undergraduates).
5. Keep abreast of emerging trends in drug therapy in renal medicine by self-education and participation in national networks and participating in research and clinical drug trials.

6. Review existing policies and procedures and develop new procedures and methods related to renal medicine, including involvement in the development of electronic prescribing and decision support.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. 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.

Scope of Work Performed:

The Specialist Pharmacist will work with a high degree of autonomy in clinics and other care settings in the Agency. The occupant is required to:

- Exercise independent professional judgement.
- Provide pharmaceutical care to patients together with drug information in the specialist area of renal medicine.
- Be responsible for the professional supervision and support of other pharmacy staff.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Pharmacy Board of Australia.
- 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.

Desirable Requirements:

- Hold, or actively working towards, post-graduate qualifications.
- Current Driver's Licence.

Selection Criteria:

1. Demonstrated ability to communicate effectively with patients, professional colleagues and other professional and medical personnel as a member of a multi-disciplinary health care team.
2. Demonstrated ability to work with a high level of autonomy and demonstrated organisational and time management skills.
3. Broad experience in clinical pharmacy practice including the provision of pharmaceutical care to renal patients and provision of care to patients in an outpatient setting.
4. Demonstrated ability to exercise a high level of initiative in the application of pharmaceutical principles in specialist clinical areas and in education of relevant staff in these areas.
5. Ability to critically analyse medical and pharmaceutical information and use professional judgement in the identification and resolution of medication related problems and the integration of theory with clinical activities.
6. Demonstrated ability to provide leadership, supervision and support to pharmacy staff whose work includes the specialist area.
7. Knowledge of the principles of pharmacoeconomics and experience in projects involving the cost effective quality use of medications in critical care.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.