Position Description

Title: Research Officer - Pharmacy
HEW Level: 7

Faculty/Office: Faculty of Medicine and Health Sciences

Department/Team: Australian Institute of Health Innovation, Centre for Health Systems and Safety Research

Position Purpose: To provide expert advice using clinical judgement in the assessment of medication prescriptions to support a research project on the impact of erroneous prescriptions on patients and their safety.

ORGANISATIONAL CONTEXT

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university’s leadership. With a focus on patients and an ultimate goal of improving lives, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences hosts the Australian Institute of Health Innovation (AIHI), an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. It fashions linkages with external research agencies, policy bodies and health care provider organisations, creating a strong national capability in scholarly activities and forging sustainable relationships with international bodies and researchers.

AIHI has created a strong environment for excellent scholarship, research activities and output. It is the largest grouping of health services researchers in Australia and one of the largest in the world. Its aim is to provide a productive culture and first class environment for health systems research.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Provide technical advice related to pharmacy and medication prescribing practice in the development of research data collection tools.
- Use clinical judgement to review medication orders and identify prescribing errors and their severity, taking into account patient history, presentation and test results, in accordance with study protocol.
- Maintain consistent ratings of error severity when assessing medication orders in accordance with a pre-defined error taxonomy.
- Monitor and track progress of records accessed through medical records, reviews completed, and identify records to be requested while ensuring patient confidentiality is maintained.
- Liaise with medical records department to obtain records identified as requiring review.
- Build and maintain good professional working relationships with hospital staff and research team members in order to engage them in collaborating in research studies.
- Coordinate the activities, and participate in the training, of casual or part-time data collectors engaged in the study.
- Meet negotiated data collection milestones.
- Adhere to specific research protocols, regulations and guidelines surrounding the conduct of research.
- Assist academic staff to evaluate, analyse and interpret research data and use this data to prepare reports for presentation and publication.
- Contribute to the development of ethics applications and grant applications with the aim of securing approval and funding for specific projects.
- Develop and maintain databases to record research results.
- Research, critically evaluate and prepare literature reviews relevant to research projects.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<thead>
<tr>
<th>Reports to:</th>
<th>Professor &amp; Director, Centre for Health Systems and Safety Research</th>
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</table>
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | Macquarie University staff members  
Immediate team members  
MQ students  
MQ Research and Clinical staff in general |
| Other Key Relationships: | Macquarie University staff members  
Immediate team members  
MQ students  
MQ Research and Clinical staff in general  
MUH staff |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Registration with Pharmacy Board of Australia/AHPRA  
Working with Children Check Clearance |
| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>Attributes</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<tr>
<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<tr>
<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
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</tbody>
</table>

- **Perseverance**: Persevering despite obstacles to ensure tasks are completed.
- **Flexibility**: Responding effectively to unexpected or changing circumstances.
- **Reliability**: Meeting commitments and responsibilities.
- **Integrity**: Maintaining confidentiality, discretion and professionalism.
- **Initiative**: Taking action, on own accord, to address problems and prevent them from reoccurring.
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance:

- Qualifications in pharmacy and subsequent relevant clinical experience
- Registration with the Pharmacy Board of Australia/AHPRA
- Knowledge of statutory privacy requirements relating to patient confidentiality and medical records
- Research design and methodology
- Advanced computer skills including MS Office, internet based research, database management

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance:

- Knowledge of research software, such as End Note
- Knowledge of the Institute’s policies, systems, processes and procedures
- Knowledge of the Institute’s research projects
- Knowledge of what other areas of the Faculty and University do and how they interact with the Institute

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance:

- Extensive pharmacy experience within a hospital setting
- Knowledge of prescription medications and their effects on patients, particularly with regards to the safety and quality of medication use in hospitals.
- Ability to apply specific medication error and harm classifications.
- Coordinating and supervising the work of others
- Working in a clinical environment
- Working on research/quality improvement projects
- Conducting literature searches
- Monitoring and complying with workplace health & safety requirements