

Statement of Duties

Position Title: Senior Specialist Pharmacist - Quality Use of Medicines (QUM)	Position Number: 518793	Effective Date: November 2016
Group and Unit: Planning, Purchasing and Performance - Acute Planning and Strategy and Principal Medical Advice		
Section: Medication Strategy and Reform	Location: South	
Award: Allied Health Professionals (Tasmanian Health Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: Level 4	Classification: Allied Health Professional	
Reports To: Section Leader Medication Strategy and Reform		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- As a member of the Medication Strategy and Reform section, the Senior Specialist Pharmacist – Quality Use of Medicines (QUM) will work collaboratively with key local and national stakeholders to enhance the cost effective, safe and quality use of medicines across the Department of Health and Human Services (DHHS).

Duties:

- Coordinate the DHHS' response to medication related safety and quality initiatives generated from peak national bodies such as the Australian Commission on Safety & Quality in Healthcare (ACSQHC).
- Facilitate the Tasmanian Health Service to meet medication related accreditation requirements through the development of statewide policy, coordination of quality improvement activities and other initiatives.
- Liaise, develop and maintain strong communication links with key stakeholders regarding needs and priorities for medication management by leading and coordinating working parties, inter-departmental committees and other groups.
- Represent the DHHS at local and national forums relating to the quality use of medicines, and apply the learning to improve patient care.
- Provide support to the Tasmanian Medicines Access Advisory Committee (TMAAC) including;
 - Active membership of the TMAAC, with a specific focus on specialist input into the application of quality use of medicines principles in that setting.
 - Advising on the cost-effectiveness of individual patient applications.

- Participating in other initiatives designed to improve the cost-effective utilisation of medicines.
 - Supervision and clinical support for the TMAAC Secretariat.
6. 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.
 7. 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 incumbent is required to work with a high degree of autonomy, receiving broad direction from the Section Leader Medication Strategy and Reform.
- Is expected to demonstrate autonomy in the daily functioning of the service and exercise initiative and professional judgement across the spectrum of the responsibilities as well as to judge when to seek advice or direction.

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.

Selection Criteria:

1. Extensive hospital pharmacy experience, involving both clinical and management experience.

2. A firm understanding of the national Quality Use of Medicines (QUM) agenda, and the role of national organisations including the Council of Australian Therapeutic Advisory Group (CATAG) and the Australian Commission on Safety and Quality in Health Care.
3. Demonstrated ability to lead QUM activities to a successful outcome, either at the local or state level.
4. Project management skills, demonstrated in the healthcare environment.
5. A strong understanding of pharmacoeconomic principles and demonstrated experience of application of these principles in a clinical practice setting.
6. High level written and oral communication skills, including demonstrated experience in the provision of education to health professionals and the ability to produce high level reporting for senior executive and senior clinical staff.
7. Demonstrated interpersonal and negotiation skills, including the ability to develop and maintain networks with a range of stakeholders including professional bodies and a broad range of internal and external health professionals.
8. Demonstrated ability to work autonomously, with minimal supervision, to meet goals and objectives, and to prioritise and manage complex tasks.

Working Environment:

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Human Services and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS 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. DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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 of Health and Human Services and the Tasmanian Health Service 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: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.