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## SA Health Job Pack

|                                       |  |
|---------------------------------------|--|
| <b>Job Title</b>                      | Pharmacist - SA Pharmacy Candidate Pool              |
| <b>Job Number</b>                     | 633157   |
| <b>Applications Closing Date</b>      | 30/9/2018  |
| <b>Region / Division</b>              | SA Health - Central Adelaide Local Health Network    |
| <b>Health Service</b>                 | SA Pharmacy  |
| <b>Location</b>                       | Various  |
| <b>Classification</b>                 | AHP2   |
| <b>Job Status</b>                     | Full time, temporary appointment, multiple vacancies |
| <b>Indicative Total Remuneration*</b> | \$86,052 - \$99,495                                  |

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

|                      |                              |
|----------------------|------------------------------|
| <b>Full name</b>     | Sharon Goldsworthy           |
| <b>Phone number</b>  | 8222 6692                    |
| <b>Email address</b> | Sharon.Goldsworthy@sa.gov.au |

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

|   |             |
|---|-------------|
| <b>Role Title:</b>                      | Pharmacist  |
| <b>Classification Code:</b>             | AHP2        |
| <b>LHN/ HN/ SAAS/ DHA:</b>              |             |
| <b>Hospital/ Service/ Cluster</b>       |             |
| <b>Division:</b>                        | SA Pharmacy |
| <b>Department/Section / Unit/ Ward:</b> | Pharmacy    |
| <b>Role reports to:</b>                 |             |
| <b>Role Created/ Reviewed Date:</b>     |             |

## ROLE CONTEXT

### Primary Objective(s) of role:

- > Provides a quality, comprehensive, efficient, cost effective and complex range of professional, dispensing, clinical, production and counselling services for inpatients and outpatients. The Pharmacist optimises drug therapy and contributes to overall medication management. The Pharmacist provides drug and therapeutic advice to medical, nursing and other professionals involved in patient care in accordance with hospital and departmental policies and procedures, SA Health guidelines, and State and Federal legislation. The Pharmacist participates as a member of a team of professional and non-professional staff to deliver optimal medication management services.

### Key Relationships/ Interactions:

#### Internal

- > Accountable to the Director of Pharmacy and reports to the supervising Pharmacist in the area where rostered
- > Indirectly supervises Senior Pharmacy Assistants, Pharmacy Assistant, Pharmacy Interns and Students
- > Works collaboratively with other Pharmacists
- > Works collaboratively with Medical and Nursing Staff and other health professionals

#### External

- > General public
- > Community/Primary Health care providers

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Understanding the requirements of this position in meeting Local Health Network (LHN) and SA Pharmacy service objectives and broader SA Health outcomes
- > Ensuring collaboration with and inclusion of all stakeholders in the quality use of medicines

- > Understanding the complexities of change management strategies, working effectively and prioritising conflicting tasks/actions

#### **Delegations:**

Nil

#### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

#### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

#### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS)
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- > Disability Discrimination
- > Code of Fair Information Practice
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and Determinations of the Commissioner for Public Sector Employment
- > Relevant Australian Standards
- > Duty to maintain confidentiality
- > Smoke Free Workplace
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate
- > Waste Management Policies
- > Controlled Substances Act and Regulations
- > Pharmacy Act and Regulations
- > SHPA practice guidelines
- > SA Pharmacy and SA Health Directives and Guidelines

**Special Conditions:**

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident
- > Some out of hours may be required
- > May be required to work a roster over 7 days including weekends and public holidays
- > May be required to participate in rotations through other sections of the Department/Local Health network
- > Available for department on-call roster
- > Hours may vary as per departmental roster; Normal working hours between 0600 and 2200hours
- > Some travel may be required; including interstate
- > Country based staff must; have an unrestricted drivers licence and be prepared to drive on country roads; be prepared to fly in light aircraft
- > May require a health assessment prior to commencement

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Key Result Area and Responsibilities**

| Key Result Areas   | Major Responsibilities  |
|--|---|
| To achieve appropriate patient care and ensure the provision of optimal pharmaceutical treatment of patients by providing a pharmacy service encompassing the APAC (Australian Pharmaceutical Advisory Council) Guidelines on the Continuum of Care and in accordance with The Society of Hospital Pharmacists of Australia Standards guidelines and ensuring that all legal requirements are met. | <ul style="list-style-type: none"><li>&gt; Undertake timely medication histories and record information as per procedure ensuring information transfer to all appropriate staff caring for the patient</li><li>&gt; Provide daily review and assessment of all medications together with the development of a medication action plan</li><li>&gt; Ensure safe and appropriate medication management practices are undertaken on the wards. This may require the development and writing of protocols and guidelines in addition to the participation in the education and training of nursing, medical and other health professionals</li><li>&gt; Initiate or participate in pharmacy related research and drug development activities</li></ul> |
| Provision of a comprehensive and efficient pharmaceutical dispensing service to inpatients, outpatients and other departments.   | <ul style="list-style-type: none"><li>&gt; Exercising professional judgement and relative autonomy in the provision of dispensing services</li><li>&gt; Ensure appropriate drug treatment via the monitoring of drug therapies, appropriate drug selection, dosage, formulations, administration mode and frequency</li><li>&gt; Supervising Pharmacy Technician/Assistants in relation to pharmaceutical distribution practices</li></ul>  |

|   |  |
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| Provision of medicines information to consumers from within the hospital and wider Community. | <ul style="list-style-type: none"> <li>&gt; Ensure optimal drug therapy by providing patients with appropriate counselling and/or written information to ensure appropriate drug usage</li> <li>&gt; Provide advice concerning relevant regulatory and procedural issues controlling the availability of pharmaceutical products in the hospital and broader community including Pharmacy Benefits Scheme</li> <li>&gt; Provide support with counter and telephone enquiries</li> <li>&gt; The preparation of statistics and reports when required</li> </ul>  |
| Support the sterile and non-sterile production service. (Where applicable).                   | <ul style="list-style-type: none"> <li>&gt; Manufacture sterile pharmaceuticals including cytotoxics and completing all required documentation</li> <li>&gt; Manufacture, repack, label and prepare documentation as required for non-sterile pharmaceuticals, following standard operating procedures and ensuring compliance with the Code of Good Manufacturing Practice and Society of Hospital Pharmacists Guidelines</li> <li>&gt; Review, monitor and supervise the processing and preparation of pharmaceutical products by Pharmacy Technicians/Assistants</li> </ul>   |
| Manage, support and actively participate in quality management.                               | <ul style="list-style-type: none"> <li>&gt; Involvement in quality management initiatives and activities and may be required to review departmental standard operating procedures and policies</li> </ul>  |
| Training & Competency   | <ul style="list-style-type: none"> <li>&gt; Actively participate in training programs and competency assessments</li> <li>&gt; Build knowledge through independent learning, attending and contributing to the departments continuing education programme and participation in change management projects and quality improvement programs</li> <li>&gt; Contribute to the education of other pharmacists, pre-registrant pharmacists and students</li> </ul>  |
| Develop effective relationships   | <ul style="list-style-type: none"> <li>&gt; Develop effective relationships through empowering effective communication, motivating and creating a work environment that promotes lifelong learning, diversity, mutual trust and respect</li> <li>&gt; Establish and maintain positive working relationships with clients, customers, consumers, employees, families and other key stakeholders within the public and private sectors and wider community through the use of effective communication strategies</li> </ul>  |
| Promote and achieve quality customer outcomes   | <ul style="list-style-type: none"> <li>&gt; Contribute to a quality patient centric medication management environment through promotion, delivery and evaluation of a high quality customer service. Be motivated and encourage team members to achieve excellence in service provision to ensure the safe use of medications</li> <li>&gt; Ensure the maintenance of clients' rights and responsibilities including customer/client/family/advocate participation in decision making when appropriate</li> <li>&gt; Provide information and support to consumers and their carers to empower them to take responsibility for their own medication management</li> </ul> |
| Increase self-awareness and self-management   | <ul style="list-style-type: none"> <li>&gt; Increase self-awareness of own strengths and development needs and act to improve one's performance based on this knowledge and through lifelong learning</li> <li>&gt; Act with integrity by being aware of own behaviour and managing it to have the best possible impact on the behaviours of others</li> <li>&gt; Build skills to manage and prioritise workload</li> </ul>  |
| Reconciliation and Cultural diversity   | <ul style="list-style-type: none"> <li>&gt; Contribute to the improvement in health, well-being and positive participation of Aboriginal and Torres Strait Islanders</li> </ul>  |

|             |  |
|-------------|--|
| Work safely | <ul style="list-style-type: none"> <li>&gt; Make proper use of all safeguards, safety devices and personal protective equipment in undertaking duties</li> <li>&gt; Take reasonable care to protect the health and safety of self and others</li> <li>&gt; Undertake mandatory safety training programs</li> </ul> |
|-------------|--|

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Bachelor of Pharmacy or equivalent
- > Registered or eligible for registration with the Pharmacy Board of Australia

#### **Personal Abilities/Aptitudes/Skills:**

- > Good written and oral communication skills
- > Ability to work in a team and to accept supervision
- > Work unsupervised and use initiative
- > Good technical/manipulative skills
- > Good organisation skills, attention to detail and accuracy
- > Good public relations skills
- > Ability to work in a multi-disciplinary setting
- > Flexibility, Resilience and Change management skills

#### **Experience**

- > Completion of pre-registration training in a hospital or community training program

#### **Knowledge**

- > Knowledge of clinical pharmacy practice, pharmacy production, drug dispensing, provision of medicines information, patient counselling and general dispensary and pharmacy procedures
- > Pharmacy Acts and Legislation

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Completed or demonstrated commitment towards obtaining a Post Graduate Qualification in pharmacy or related discipline
- > Member of a Professional Body
- > CGP accreditation or equivalent

#### **Experience**

- > Employment as a registered pharmacist in a hospital

#### **Knowledge**

- > Participation in research projects and teaching hospital pharmacy environments

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

SA Pharmacy was formed on 1 July 2012, consolidating the publicly managed and operated pharmacy services of the five SA Local Health Networks. The service forms part of Statewide Clinical Support Services (this also include SA Medical Imaging and SA Pathology services). SA Pharmacy is led by the Executive Director SA Pharmacy.

SA Pharmacy is committed to providing a clinically led, cost-efficient, professional pharmacy service. Contemporary pharmacy services involve a range of activities aimed at enhancing the safe and effective use of medicines. These activities include the procurement, supply, manufacture and distribution of medicines, patient-centred clinical pharmacy services and system-wide professional services such as teaching, training and research.

### SA Pharmacy Vision:

To provide safe, high-quality and cost effective pharmacy services, delivered by a committed and well supported workforce, to optimise patient outcomes.

### SA Pharmacy Mission:

To work innovatively and effectively in the delivery of pharmacy services that:

- > Ensure safe, timely and reliable supply of medicines
- > Minimise the likelihood of medicine-related harm and optimise clinical outcomes
- > Contribute to the sustainability of safe medication use through clinical research, education and training
- > Maintain a safe workplace where staff are supported and valued.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:



- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### **SA Pharmacy Cultural Values**

SA Pharmacy welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Pharmacy is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

### **Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia
- > Service, Respect and Courtesy - Serving the people of South Australia
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust
- > Accountability- Holding ourselves accountable for everything we do
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## **Handling of Official Information**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

## **Approvals**

### **Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## **Role Acceptance**

### **Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**