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SA Health Job Pack

Job Title	Advanced Clinical Lead Cancer Pharmacist
Job Number	662251
Applications Closing Date	1 August 2018
Region / Division	Country Health SA Local Health Network
Location	Location negotiable across Country Health SA Local Health Network
Classification	AHP4
Job Status	Temporary Full Time Appointment
Indicative Total Remuneration*	\$112,937 - \$123,393 pa

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Kelly Schulze
Phone number	8226 7640
Email address	kelly.schulze@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

POSITION DESCRIPTION

Job Title	Advanced Clinical Lead Cancer Pharmacist	Classification	AHP4	Position Number	M23504
Region	Country Health SA (CHSA)	Term	Temporary	Position Created	01.10.13
Area	Located at CHSALHN Head Office King William Street, and other sites as required	FTE	1.0 FTE	Last Updated	14/05/2018
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General probity (NPC)					

Broad Purpose of the Position

The Advanced Clinical Lead Cancer Pharmacist is a recognised clinical expert in cancer pharmacy practice in rural healthcare settings, clinically accountable and responsible to the Executive Director Medical Services for the clinical governance and leadership of cancer pharmacy services across Country Health SA Local Health Network (CHSALHN). The Advanced Clinical Lead Cancer Pharmacist will develop strong and productive relationships and work collaboratively with metropolitan cancer services and state-wide stakeholders to support the country cancer service to ensure that country cancer services integrate with metropolitan cancer services in order to provide seamless and safe care for country consumers of cancer services. The Advanced Clinical Lead Cancer Pharmacist ensures best practice standards are maintained in CHSALHN in respect to delivery of cancer pharmacy services. This is achieved by working in partnership with key stakeholders on service development initiatives; by facilitating profession-specific clinical input into human resource processes; through ensuring and enabling compliance with the CHSALHN Clinical Support Policy and the CHSALHN Procedure for Credentialing Allied & Scientific Health Professionals; by leading relevant CHSA wide quality improvement initiatives; and by facilitating access to relevant professional training and clinical support activities by pharmacy staff and students. The Advanced Clinical Lead provides clinical supervision and support of Pharmacists and other pharmacy staff providing cancer services across CHSA.

The Advanced Clinical Lead Cancer Pharmacist also plays a leadership role in responding to National and State Health Reform relevant to the profession and in service quality and workforce development initiatives at the state level, working in partnership with key stakeholders to ensure country people have access to the right service, at the right time, right place and provided by an appropriately skilled and supported team. The incumbent works in collaboration with the other CHSALHN Advanced Clinical Leads on inter-professional initiatives, acts as the central contact and professional advisor on CHSALHN relevant pharmacy service issues, represents CHSALHN on key forums, and provides expert consultancy services to CHSALHN Executive, service providers and consumers with complex needs.

Qualifications

Must hold a recognised professional pharmacy qualification, and be eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency. Relevant post graduate qualification in clinical pharmacy, oncology or related practice. As a member of a self-regulated profession, the post holder must participate in the relevant continuing professional development program

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.

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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.

Cultural Statement

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

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.
- *Prescribed Positions* will also require a NPC general probity clearance.
- Will be required to comply with the requirements of the CHSALHN Procedure for Credentialling Allied Health and Scientific Health Professionals

Key Relationships

- Operationally responsible to the Clinical Director of Cancer Services
- Proactively works with SA Pharmacy and other pharmacy staff involved with delivery of chemotherapy services state-wide across CHSALHN.
- Regularly liaises with SA Pharmacy Executive through the Director of Country Pharmacy Services and SA Pharmacy staff located in metropolitan hospitals, for the purposes of ensuring patient safety in treatment provision of chemotherapy services in country chemotherapy units.
- Maintains regular contact with metropolitan local health networks to support the development of safe treatment pathways for country patients accessing chemotherapy services in country chemotherapy units.
- Liaises with suppliers of compounded chemotherapy and other suppliers to ensure chemotherapy supplies are delivered to a high quality.
- In accordance with the CHSALHN Allied Health Clinical Support Framework, expected to negotiate own formal clinical supervision arrangement and ensure all pharmacists involved in delivering cancer services in CHSALHN have an effective clinical supervision arrangement in place.
- Maintains cooperative and productive working relationships with diverse stakeholders, including other CHSA Advanced Clinical Leads, colleagues in other regions of SA Health and interstate, Universities, relevant Professional Association/s and Registration Board/s
- Provides representation on relevant CHSA and SA Health committees
- May be required to temporarily fill a higher position, appropriate to the skills / capacity of the incumbent

Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Make a significant contribution towards the development and achievement of the strategic directions and corporate goals of CHSALHN 1.2 Lead and / or provide expert professional consultancy on major functions	<ul style="list-style-type: none"> ▪ Maintain and apply expert skills in pharmacy practice ▪ Engage with and lead the implementation within CHSA of National and State Health Reform initiatives

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	<p>within a work unit, professional network or across CHSALHN</p> <p>1.3 Develop and / or apply professional principles, new technology and / or knowledge of crucial work (uni- or multi-professional)</p> <p>1.4 Make independent decisions related to a wide area of expert practice across CHSA, and be responsible for outcomes of a major program and / or the practice of other health professionals and staff</p>	<ul style="list-style-type: none"> Provide clinical leadership and facilitate service planning to ensure clinical best practice underpins the development of cancer pharmacy services across CHSALHN Provide expert clinical and strategic advice to CHSALHN Executive on clinical matters affecting pharmacy on cancer service planning decisions, policy and workforce and ensuring a state-wide consistent approach Provide expert consultancy services to appropriate service providers and consumers with complex needs.
2. Personal and Professional Development	<p>2.1 Exercise significant professional judgment when drawing on detailed knowledge of CHSA and State-wide initiatives, and expert specialist knowledge of contemporary methods, principles and practice</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> Attending all mandatory training, and actively pursuing professional development to maintain currency of clinical knowledge Actively developing professional skills and competencies in others, including as an Advanced Clinical Educator / Researcher and Mentor to less experienced peers, and through academic publication. Disseminate good practice through professional and clinical organizations by means of membership of groups, submission of work for presentation and/or academic publication Seeking mentorship and support from diverse peers, utilizing extensive professional networks and strong relationships with Universities, Professional Associations and other key stakeholders. Actively participate in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision. <p>2.3 Facilitate the development of knowledge of effective practice by encouraging and contributing to research, evaluation of services, and information sharing between health professionals across CHSALHN and South Australia</p> <p>2.4 Has project management responsibilities including:</p> <ol style="list-style-type: none"> Manage overall workforce and professional service strategies, priorities, work standards and the allocation of resources within a work unit, professional network or across CHSA Initiate and manage complex projects, significant programs and major investigations of crucial importance to achieving CHSA's corporate goals Implement and maintain the cancer pharmacy services model between metropolitan and country on-site pharmacy services and country 	<ul style="list-style-type: none"> Provide clinical leadership and support to CHSALHN clinicians involved in the delivery of clinical services in particular with regard to cancer services across country chemotherapy units Ensure compliance with the CHSALHN Clinical Support Policy: <ul style="list-style-type: none"> Provide clinical supervision and mentorship to pharmacists providing services to cancer patients in CHSALHN hospitals usually via remote model (phone/video-conference). Develop and pursue own formal clinical supervision/mentorship arrangement(s), and other activities required to maintain registration/accreditation. Monitor and identify plans to address any gaps in access or effectiveness in service delivery In collaboration with Regional Chief Pharmacists, support the clinical workforce by: <ul style="list-style-type: none"> Providing and facilitating profession-specific clinical input into Performance Review and Development (PR&D), Recruitment, Credentialling, Peer Assessment Panel, Classification Panel and other professional and HR processes as required. Building and maintaining relationships with private / NGO / other relevant providers Assess and monitor the training needs of staff, and coordinate continuing professional development to ensure CHSA staff have the knowledge and skills required to deliver quality clinical services, and meet credentialing requirements

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	<p>chemotherapy units.</p> <p>2.5 The Advanced Clinical Lead Cancer Pharmacist will be required to:</p> <ol style="list-style-type: none"> Initiate, coordinate, promote and undertake work activities for research relevant to the cancer/pharmacy practice and / or service development and improvement within and interdisciplinary model of working. Initiate, coordinate, promote and provide discipline specific and/or Inter-professional Learning (IPL) Clinical Placements and/or continuing professional development of pharmacy staffs. Contribute to the development and implementation of training resources to address the educational needs of new and existing staff to enable ongoing maintenance and development of the Country Cancer Pharmacy Service Model. 	<ul style="list-style-type: none"> Utilize a range of strategies to maintain a contemporary knowledge and understanding of emerging practice, policy and legislation of relevance to cancer and its treatment Apply highly developed prioritisation, time management and negotiation skills to maximise the effectiveness of the role
3 Client / Customer Service	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of CHSALHN services</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the CHSA level to meet these needs.</p> <p>3.3 Advocate for and contribute to improvements in the patient-journey driven distribution of services across CHSALHN</p> <p>3.4 Maintain strict confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information of strategic importance to CHSA and its health units.</p> <p>3.5 Providing specialist clinical cancer pharmacy services to the patients and staff of country chemotherapy units in line with the Clinical Oncological Society of Australia guidelines.</p> <p>3.6 Collaborates with external suppliers to co-ordinate safe and effective chemotherapy supply to patients in Country Chemotherapy Units</p>	<ul style="list-style-type: none"> Advocate for key stakeholders (including clinicians, managers, other providers and consumers) to be consulted in the development of the clinical pharmacy workforce and service models, particularly to ensure the needs of high risk / vulnerable groups are considered. Provide expert advice on the appropriate management of complex / challenging cases, as negotiated with the host site and the Clinical Director of Cancer Services and ED, SA Pharmacy
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and data.</p> <p>4.2 Proactively question existing practices and use of CHSALHN resources, and support clinicians and managers to pursue better alternatives if required</p> <p>4.3 Prepare comprehensive, high-level reports and/or presentations to assist CHSALHN Executive decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p>	<ul style="list-style-type: none"> Support clinical leaders and managers to develop and utilise appropriate clinical and administrative resources, and facilitate sharing of resources across CHSALHN Apply high level professional writing skills to the preparation of reports and briefings as required, in collaboration with the Executive Director of Medical Services

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Key Result Areas	Generic Requirements		Specific or Local Requirements
5 Teamwork and Communication	5.1 Participate in strategic management and service development decisions which will involve participation in committees and / or working parties which have an influence on the strategic direction of CHSA / SA Health	5.2 Develop and maintain strong clinical networks across SA LHN's	<ul style="list-style-type: none"> Represent pharmacy services on relevant CHSALHN and SA Health committees Facilitate and provide clinical leadership in the planning and development of cancer pharmacy services across CHSALHN Develop and maintain strong clinical networks with key stakeholders to ensure sharing of information, effective use of resources, integration of services and a smooth Patient Journey for country people requiring cancer chemotherapy
	5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.	5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within CHSA, SA Health and with external agencies.	
	5.5 Represent CHSA, on relevant committees and / or working parties, including at SA Health level, and act as the central point of contact for strategic consultation and liaison with senior management.	5.6 Support staff through empowering effective communication, motivating and creating a work environment that promotes life long learning, diversity, mutual trust and respect.	
6 Continuous Improvement	6.1 Contribute to the ongoing evaluation and continuous improvement of CHSALHN services	6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions	
	6.3 Contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to CHSALHN services		
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES

Job Title	Advanced Clinical Lead Cancer Pharmacist	Classification	AHP4
Region	Country Health SA	Term	Permanent
Area	Located at any CHSA site (as negotiated)	FTE	Full Time

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may choose to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	<ol style="list-style-type: none"> a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Extensive professional experience, across clinical practice areas related to cancer and it's treatment: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional practice experiences, including rural / remote experience ▪ Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students ▪ Previous leadership experience in service development, research & evaluation ▪ Project management skills and experience ▪ Examples of how you have applied health care principles to the development and reorientation of services ▪ Knowledge and understanding of National & State Health Reform relevant to the role c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> ▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	<ol style="list-style-type: none"> a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (eg: additional post-graduate qualifications). b) Detail your leadership and management style and experience
3. Client / Customer Service	<ol style="list-style-type: none"> a) Detailed knowledge of and commitment to CHSA values, strategic directions & priorities. b) Extensive experience & skills in community engagement, client/family-centred practice and cultural competency – and examples of how you have supported others to develop and apply these skills.
4. Administration & Documentation	<ol style="list-style-type: none"> a) Highlight relevant skills, experience and training – including those related to data management, professional writing, budget management, competent use of technology, post-graduate qualifications.
5. Teamwork and Communication	<ol style="list-style-type: none"> a) Outline your communication and team work skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level
6. Continuous Improvement	<ol style="list-style-type: none"> a) Examples of how you have contributed previously to quality improvement, evaluation and research of relevance to your profession and professional leadership.

This section outlines the performance criteria (behavioural and professional/technical) that enables the successful performance of the duties of this position and reflects a commitment to AHS core values and capabilities.

BEHAVIOURAL CAPABILITIES

These capabilities and associated behavioural characteristics are essential in fulfilling the requirements of this position.

Capabilities	Behavioural Characteristics
Results Focus	<p>Has clear goals and expectations in accordance with organisational directions and achieves performance objectives</p> <p>Reviews performance, maintains alignment with organisational priorities</p> <p>Problem solves effectively by gathering and analysing appropriate information and assisting in achieving satisfactory solutions</p>
Professional Accountability	<p>An effective role model, demonstrating integrity, ethical standards, and work performance that is consistently of the highest standard</p> <p>Accepts professional and personal accountability for own actions and behaviours and how this impacts on others</p> <p>Actions and decisions are transparent and consistent</p> <p>Uses organisational resources effectively and efficiently</p> <p>Aware of impact of self on others, manages own emotions and assist others to do the same, especially in times of change</p> <p>Displays personal energy and enthusiasm and maintains a positive outlook even when faced with difficult situations or environments</p> <p>Consistently demonstrates a 'can-do' attitude</p>
Communication and Interpersonal Relationship	<p>Presents information both verbally and in writing in a clear and professional manner</p> <p>Persuades others and sells the benefits of ideas and projects by effectively overcoming objections and influencing at the appropriate level</p> <p>Understand different roles and perspectives within the organisation</p> <p>Respects people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all stakeholders</p> <p>Resolves interpersonal differences constructively and professionally to ensure no adverse consequences to the quality of internal and external client service or the working relationship</p> <p>Builds effective relationships with other employees</p>
Client Service Focus	<p>Utilises effective questioning skills and a consultative approach to accurately interpret the needs of customer's (internal and external to the organisation) and demonstrates effective problem solving skills to provide a flexible service that meets these needs</p> <p>Understanding customer requirements and delivers services at a high standard in a responsive and timely manner</p> <p>Demonstrates empathy and understanding of clients from diverse, cultural, ethnic and social backgrounds</p>

Team Focus	<p>Becomes part of, and promotes a team environment by showing respect, and acknowledging and validating other team members</p> <p>Enhances team's effectiveness by taking ownership of team issues and goals</p> <p>Actively builds trust, rapport and motivates team members to achieve goals</p> <p>Contributes and shares knowledge and skills with others</p>
Continuous Improvement	<p>Consistently demonstrates best practice and a commitment to quality standards, proactively identifying needs for improvement and showing initiative in meeting these improvement needs</p> <p>Defines standards and values and embeds continuous improvement into areas of responsibility</p> <p>Seeks feedback and acts on opportunities for continuous personal and professional development</p>

PROFESSIONAL/TECHNICAL CAPABILITIES

Qualifications, Experience, Skills and Knowledge required to fulfil the requirements of this position

Qualifications:

Essential:

Must hold a recognised professional pharmacy qualification within, and be eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency.

Desirable:

Relevant post graduate qualification in clinical pharmacy, oncology or related practice

Skills/Experience/Knowledge Essential

Skills:

Excellent written and oral communication skills and ability to communicate with clinicians at all levels, people at end of life, their carers, families and their clinical care providers.

Ability to plan, develop, implement and evaluate systems-level health reforms and achieve sustainable outcomes related to a quality use of medicines approach to clinical care

Ability to use initiative and work unsupervised

Excellent presentation and teaching skills

Ability to train and supervise students, pharmacy interns and pharmacists.

Cancer pharmacy advanced practice skills

Experience:

Extensive experience in clinical cancer pharmacy practice across settings (hospital, community, residential aged care)

Working within an interdisciplinary team approach to achieve common goals

Experience in the development of a quality use of medicines approach to medications management in cancer care or related practice

Experience in teaching and training graduates and undergraduates in pharmacy and other health professions involved in medications management at end of life.

Previous involvement and experience in research

Knowledge:

Clinical pharmacotherapeutics in cancer care Contemporary pharmacological reforms, skills and practice across settings.

Statistical analysis of published medical and pharmaceutical data

Pharmacy Acts, regulations, standards, guidelines and legal and ethical responsibilities in provision of clinical pharmacy services to people at end of life.

Occupational Health and Safety Act - principles and practices

Skills/Experience/Knowledge Desirable

Skills & Experience

Project and program management skills

Publications in peer reviewed journals

Membership of hospital and professional committees.

Knowledge

SA Health: Safe Handling: Cytotoxic Drugs and Related wastes (2015)

COSA: Guidelines for the Safe Prescribing, Dispensing and Administration of Cancer Chemotherapy (2008)

SHPA Standards of Practice for Clinical Pharmacy Services (2016)

SHPA Standards of Practice for Medication Safety (2016)

National Safety and Quality Health Service Standard 4 – Medication Safety

Approved By
Executive Director

(Print

APPLICANT GUIDELINES

Country
Health SA



Government of South Australia
SA Health