

DEPARTMENT OF HEALTH

Statement of Duties

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title: | Pharmacist |
| Position Number: | Generic |
| Classification: | Allied Health Professional Level 3 |
| Award/Agreement: | Allied Health Professionals Public Sector Unions Wages Agreement |
| Group/Section: | Community, Mental Health and Wellbeing – Public Health Services Pharmaceutical Services Branch |
| Position Type: | Permanent/Fixed-Term, Full Time |
| Location: | South |
| Reports to: | Deputy Chief Pharmacist |
| Effective Date: | January 2021 |
| Check Type: | Annulled |
| Check Frequency: | Pre-employment |
| Essential Requirements: | <p>Registered with the Pharmacy Board of Australia</p> <p><i>For pre-registration (intern) pharmacists: Eligible for provisional registration with the Pharmacy Board of Australia.</i></p> <p>Tertiary qualification/program of study approved by the Pharmacy Board of Australia or completion of an overseas qualification eligible for skills assessment through the Australian Pharmacy Council.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| Desirable Requirements: | <p>Current Driver's Licence</p> <p>Further qualifications relevant to the regulation and use of drugs and poisons</p> |

would be of advantage

At least three years' practical experience as a pharmaceutical chemist subsequent to initial registration

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Carry out a range of functions relating to the regulation of manufacture, distribution and use of drugs and poisons in Tasmania.

Duties:

1. Assess applications and issue permits, licences and authorities for the possession, supply and use of drugs of dependence and other substances as required by legislation and policies.
2. Provide advice, support and education to prescribers and suppliers of drugs of dependence on appropriate prescribing and supply practices. Provide information and advice on regulated substances to a wide range of health practitioners and licence holders.
3. Assist in developing and maintaining computerised information systems for supporting appropriate drug use.
4. Undertake inspection, audit and investigation functions in relation to manufacture, storage, distribution and use of drugs of dependence, medicines, poisons and therapeutic products on a statewide basis. Prepare reports and participate in disciplinary proceedings as required.
5. Contribute to the formulation of agency policies in regard to the regulation of scheduled substances.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

Key Accountabilities and Responsibilities:

- Accountable for undertaking a range of tasks in accordance with legislation and established policies and procedures, including the exercise of delegations and authorisations issued by the Secretary.
- Exercise sound professional judgement and discretion in dealing with medical practitioners, pharmacists, other authorised practitioners, manufacturers, wholesalers, public and private hospitals and nursing homes with the objective of achieving compliance with regulatory legislation and policies.
- Provide professional advice on the development of policy and legislation.
- Overall objectives and priorities are set by the Chief Pharmacist or delegate.
- Supervision provided by Deputy Chief Pharmacist and Senior Pharmacist. Limited direction is provided on day to day work.

- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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. Knowledge and understanding of the relevant Tasmanian legislation including *Poisons Act 1971* and *Therapeutic Goods Act 2001*, and a knowledge of the broad national regulatory framework.
2. Demonstrated ability to operate constructively and effectively in a team; excellent organising, customer service, written, oral and negotiating skills.
3. Demonstrated ability to collect, analyse and present complex information along with word processing and database skills.
4. Broad professional experience including a sound knowledge of pharmaceutical and regulated substances, pharmacy practice and of the operation of the broader health system.
5. Demonstrated potential to develop knowledge and skills in areas relevant to the regulation and use of substances; including pharmacology, toxicology, legal processes, policy and research.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).