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| Department of Health   Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: Specialist Pharmacist - Palliative Care | **Position Number:** 521532 | Effective Date: May 2019 |
| Group: Community, Mental Health and Wellbeing | | |
| Section: Statewide Hospital Pharmacy | **Location:** South | |
| Award: Allied Health Professionals Public Sector Unions Wages Agreement | **Position Status:** Permanent | |
| **Position Type:** Part Time | |
| Level: 3 | **Classification:** Allied Health Professional | |
| Reports To: Team Leader, Specialist Clinical Pharmacy | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

#### Focus of Duties:

Provide a safe and efficient clinical pharmacy service to patients in the southern region of Tasmania.

Utilise specialist knowledge of pharmaceuticals and therapeutics related to patients receiving palliative care.

Act as a resource person in the field of palliative care and provide supervision and support to other staff.

#### Duties:

1. Provide and coordinate comprehensive pharmaceutical care as part of a multidisciplinary team in the area of palliative medicine, including dispensing and patient counselling and the provision of professional advice and consultancy services to other health professionals.
2. Educate pharmacy staff and undergraduate and postgraduate students in the theory and practice of clinical pharmacy services and supervise other pharmacists and associated support staff in the specialist areas.
3. Take an active role in the maintenance and provision of drug information and drug utilisation evaluation within the specialty area.
4. Keep abreast of emerging trends in drug therapy in the specialist area by self-education and participation in national networks, and participate in research and clinical drug trials.
5. Review existing policies and procedures and develop new procedures and methods related to the specialist areas, including an involvement in the development of electronic prescribing and decision support.
6. Act as a senior member of the Pharmacy Department by taking responsibility for handling issues relating to the practice of pharmacy. Act as a mentor to other pharmacy staff, as well as supervise and support other staff members.
7. 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.
8. 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:

Reporting to the Team Leader, Specialist Clinical Pharmacy, the Specialist Pharmacist - Palliative Care is expected to demonstrate autonomy in the daily functioning of the service. The Specialist Pharmacist exercises initiative and professional judgment across the spectrum of responsibilities as well as to judge when to seek advice or direction. Within this context, the occupant will:

* Ensure that the J.W. Whittle Palliative Care Unit operates in collaboration with pharmacy to optimise medication outcomes for their patients.
* Act as a liaison person for Palliative Care in the acute and sub-acute settings in Southern Tasmania.
* Ensure that patient care provided by the pharmacy service to patients is comprehensive, safe, appropriate, and cost-effective.
* Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

**Key Behaviours:**

The incumbent should endeavour to make the pharmacy workplace a positive environment for all colleagues by:

* Creating and fostering an attitude of positivity and teamwork.
* Coaching others when needed in a supportive fashion.
* Collaborating with a broad range of peers and colleagues.
* Demonstrating the commitment and capability of the pharmacy service to improve patient outcomes.
* Taking every opportunity to improve the pharmacy workplace and the working lives of other team members.
* Being mindful of the needs of others and demonstrate care, compassion, and respect.

#### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

#### Desirable Requirements:

#### Current Driver’s Licence.

#### Selection Criteria:

1. Extensive experience in practicing as a pharmacist, including both dispensing and clinical pharmacy practice as well as experience in the practice of pharmacy in a palliative care setting, with well-developed current knowledge relating to therapeutics and contemporary pharmaceutical treatments.
2. Experience in working as a team member of a multidisciplinary team and demonstrated ability to foster collaboration, positivity and teamwork within the workplace.
3. Demonstrated commitment to improving patient outcomes and capability of the pharmacy service through the application of good medication management principles.
4. Experience in providing education, training and coaching to pharmacy, medical, and nursing staff including developing and implementing programs to improve multidisciplinary medication management.
5. Highly-developed written and oral communication and interpersonal skills, and the ability to communicate sensitively and respectfully with a broad range of peers, colleagues and clients.
6. Demonstrated application of effective problem solving and conflict resolution skills to resolve practice-based issues and interpersonal conflict amongst team members.
7. Demonstrated knowledge of relevant legislation, codes of practice, and workplace guidelines in the practice of pharmacy.

#### Working Environment:

* The incumbent will be required to participate in a weekend and after hours on-call service.
* Intrastate travel within southern Tasmania may be required.

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.