DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Team Leader - Clinical Pharmacy |
| **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 – Statewide Hospital Pharmacy |
| **Position Type:** | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:** | North |
| **Reports to:** | Senior Pharmacist, Clinical Pharmacy |
| **Effective Date:** | November 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Registered with the Pharmacy Board of Australia  *\*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.* |
| **Desirable Requirements:** | Current Driver’s Licence |
| **Position Features:** | The occupant of this role may be required to participate in weekend and on-call services  Occasional travel intra and interstate may be required  Remain on call as necessary in emergency situations (e.g. Code Brown, pandemic, medical medication shortages) |

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:

Provide a safe, efficient and accountable clinical pharmacy service to inpatients, outpatients and staff of the Launceston General Hospital (LGH) under the direction of the Senior Pharmacist, Clinical Pharmacy.

Support the Senior Pharmacist, Clinical Pharmacy and provide supervision and leadership to oversee the work of other team members.

Coordinate clinical pharmacy activities of team members and ensure practices comply with legal requirements, professional ethics, and departmental and hospital policies.

### Duties:

1. Deliver clinical pharmacy services to patients of the LGH and the Northern Region of the Department.
2. Utilise specialist knowledge of pharmaceuticals and therapeutics in a clinical setting.
3. Provide an integrated and documented medication management service, that meets the requirements of the Australian Pharmaceutical Advisory Council (APAC) guidelines, to allocated patients throughout an episode of care, including:
   * An accurate and comprehensive medication history documented as soon as possible in the episode of care.
   * Review, appropriate storage and return of the Patient’s Own Medications.
   * Ongoing review of medication management, taking steps to maximise therapeutic response and safety, and minimise side effects.
   * Creation of a Medication Action Plan (or similar) in conjunction with the patient to record medication-related issues, solutions, actions and the outcome.
   * Provision of appropriate verbal and written information to patients and/or their carers on medications and health issues, in a timely and routine fashion.
   * Assessment of patients’ medication adherence and identifying options for resolving problems.
   * Coordination of the supply of an appropriate quantity of medicines in accordance with the principles of Pharmaceutical Reform, providing a clear explanation of the process for ongoing supply.
   * Assist in the transfer of comprehensive, complete and accurate patient-specific medication information to other health care providers.
4. Actively participate in multi-disciplinary teams, providing sound advice and fostering a positive image of the pharmacy service and provide professional advice and consultancy services to other disciplines and the public.
5. Work with prescribing staff to support PBS prescribing and provide support to hospital staff in safe and cost-effective prescribing practices, including a detailed knowledge of Pharmaceutical Benefits Scheme (PBS) funding criteria and other relevant funding mechanisms. Where required, review medication prescriptions prior to dispensing to ensure compliance with the requirements of the PBS.
6. Oversee the activities of other pharmacists and pharmacy technicians and ensure that activities are undertaken in compliance with all expected and applicable requirements, including overseeing and directing the application of the APAC Guidelines and ensure APAC principles and requirements are observed.
7. Participate in, and develop, continuing education programs, and provide training in the principles and practice of clinical pharmacy for pharmacists, intern pharmacists and pharmacy technicians. Provide training to pharmacy students, medical students, postgraduate students, pharmacy interns, and hospital staff on good medication management practices.
8. Develop and review policies and procedures for clinical pharmacy activities and represent the pharmacy service and liaise with relevant hospital staff at the site to ensure that the clinical pharmacy service is delivered in accordance with the needs of the hospital.
9. Provide advice and support to the Senior Pharmacist, Clinical Pharmacy and in the absence of the Senior Pharmacist, Clinical Pharmacy take on a leadership role within the Clinical Pharmacy team.
10. Undertake annual Performance Development Agreements with team members.
11. Assist in the collection, reporting and review of agreed performance indicators for clinical pharmacy activities, including APAC, and participate in hospital-wide reporting programs such as the Safety Reporting and Learning System (SRLS).
12. Undertake projects and pharmacy research as requested, including projects relating to Quality Use of Medicines, Drug Utilisation Evaluation, Drug Information, and contribute to Australian Council on Healthcare Standards (ACHS) accreditation for processes relating to pharmacy.
13. 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 and related training.
14. 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:

* The Team Leader - Clinical Pharmacy provides leadership, supervision, and support to clinical pharmacists at the LGH and works with other Clinical Pharmacy Team Leaders across the State to ensure a consistent approach is taken.
* Support the objectives of the Executive Director - Statewide Hospital Pharmacy Operations.
* Be responsible for the local implementation of agreed statewide policies and practices.
* The Team Leader - Clinical Pharmacy is expected to:
  + Demonstrate autonomy in the daily functioning of the service
  + Exercise initiative and professional judgment across the spectrum of responsibilities as well as to judge when to seek advice or direction.
  + Maintain an up-to-date knowledge of clinical practice and pharmaceutical information.
  + Ensure staff are deployed and rostered in an efficient and effective manner, to best meet the requirements of service provision.
  + In consultation with the Senior Pharmacist - Clinical Pharmacy, manage staffing within the area, including managing vacancies, approving leave, and organising back-fill where necessary.
  + 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.
* Within this context, the occupant is accountable for ensuring:
  + Specialist components of the LGH clinical pharmacy service operate in accordance with the goals and direction of the pharmacy service as directed by the Senior Pharmacist, Clinical Pharmacy, the Pharmacy Site Manager and the Executive Director - Statewide Hospital Pharmacy Operations.
  + Services comply with relevant guidelines, standards and accreditation requirements, as objective measures of service delivery.
  + All clinical pharmacy practices undertaken by specialist clinical pharmacists support compliance with the APAC Guidelines under the Pharmaceutical Reform program of work.

### Key Behaviours:

#### The incumbent should endeavour to make the pharmacy workplace a positive environment for all by 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 need of others and demonstrating care, compassion, and respect.

### 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:
   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.

### Selection Criteria:

1. Pharmacy experience in a range of activities such as dispensing, patient counselling, clinical pharmacy, manufacturing and drug information, preferably in a hospital setting, together with knowledge of relevant legislation, codes of practice, and workplace guidelines in the practice of pharmacy in a public hospital and experience in the use of frameworks to guide and develop clinical pharmacy services, such as the APAC Guidelines, Pharmaceutical Review, and Home Medicines Review (HMR).
2. Ability to exercise a high level of initiative in the application of good medication management principles together with demonstrated experience in dispensing medications under the PBS and other mechanisms for subsidised access to pharmaceuticals, including Clinical Trials, Section 100 and State Government funding schemes.
3. Experience in managing a team of pharmacy staff in a clinical setting together with experience in developing and implementing policies and procedures for application by a range of health professionals.
4. Highly developed communication and interpersonal skills, with the ability to contribute effectively as an active member of a diverse, multi-disciplinary team, communicate with sensitivity and respect and provide tailored advice to other healthcare professionals and the patient.
5. Demonstrated problem solving and conflict resolution skills applied to resolve practice-based issues and interpersonal conflict amongst team members.
6. Experience in providing education and training to pharmacy, medical, and nursing staff.

### 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 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).