

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Specialist Pharmacist (Casual)
Position Number:	516952
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Alcohol and Drug Service – Pharmacotherapy Unit
Position Type:	Casual
Location:	South
Reports to:	Director of Nursing - Alcohol and Drug Services South
Effective Date:	June 2016
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:	Current Driver's Licence

Accredited pharmacotherapy Pharmacist for both methadone and buprenorphine (Subutex®), or the ability to gain accreditation

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:

Work as part of a multidisciplinary team aimed at optimising patient outcomes by providing a specialist clinical pharmacy service to the Pharmacotherapy and Inpatient Withdrawal Units of the Alcohol and Drug Service and other centres as required.

Duties:

1. Provide comprehensive pharmaceutical care in the clinical area and act as a resource pharmacist for the particular area of speciality.
2. Work within Alcohol and Drug policies for the provision of services to the Pharmacotherapy and Inpatient Withdrawal Units and dispense and dose for Pharmacotherapy patients on a daily basis.
3. Dispense medications for patients being discharged from the Inpatient Withdrawal Units. Provide information and education to staff and clients on Consumer Medication Information.
4. Maintain the efficiency of the drug supply systems, including monitoring stock levels on the Inpatient Withdrawal Unit and recording processes.
5. Ensure an ongoing review of existing policies and procedures and the development of new policies and procedures related to the area of speciality.
6. Provide drug information and input into the review of medication charts.
7. Train undergraduate and postgraduate pharmacy and medical students in the area of clinical pharmacy.
8. Participate in the development and undertaking of research programs relating to the area of clinical pharmacy practice.
9. Participate in rosters for out of normal hours and the on-call service as required.
10. 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.
11. 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:

- Duties to be carried out in accordance with the Tasmanian and National Pharmacotherapy Policies and Clinical Guidelines.
- The work in the specialised area is unsupervised and requires significant professional knowledge and independent professional judgement when dosing clients.

- Broad administrative direction, together with general professional guidance, is received from the Manager Alcohol and Drug Service South.
- The position reports to Manager Alcohol and Drug Service South.
- The position is professionally accountable to the Clinical Director Alcohol and Drug Service.
- Provide supervision to pharmacy students as required.
- Exercise reasonable care in performance of duties consistent with the relevant WHS legislation.
- Clinical supervision will be provided by an appropriate qualified senior practitioner and negotiated through the Manager Alcohol and Drug Service South.
- 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. Extensive experience in the pharmacy based treatment of patients on alternate pharmacotherapy treatment programs and knowledge of withdrawal management.
2. Accredited pharmacotherapy pharmacist with experience working in a community setting and the ability to work independently on specific programs and to function effectively in a multi-disciplinary environment.

3. Computer skills in use of pharmacy software, word processing and databases to enable data analysis and report preparation.
4. Well-developed communication skills, including excellent written and oral communication skills, with the ability to prepare comprehensive reports and provide training.
5. Ability to provide authoritative and technical policy advice.
6. Demonstrated ability to liaise effectively with key stakeholders and to negotiate across a broad range of issues impacting on the delivery of services.
7. An understanding of contemporary work health and safety issues and principles of workplace diversity and their practical application to the delivery of a community-based service.

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](#).