Department of Health

Statement of Duties

Tasmanian Government

Position Title: Lead Pharmacist - Outpatient Clinics	**Position Number:** 523756	**Effective Date:** August 2018
Group: Community, Mental Health and Wellbeing – North West Regional Hospital (NWRH)		
Section: Statewide Hospital Pharmacy	**Location:** North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	**Position Status:** Permanent	
	Position Type: Full time	
Level: 3	**Classification:** Allied Health Professional	
Reports To: Pharmacy Manager - North West		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

Provide pharmacy services, including clinical review to non-admitted patients attending public hospitals and associated clinics.

Implement outpatient clinic pharmacy services in accordance with the requirements of Tier 2 Outpatient Clinics (clinic type 40.04) as published by the Independent Hospital Pricing Authority, including establishing relationships with other clinical disciplines, referral pathways, activity recording processes, reporting on clinic utilisation, access to clinic spaces, and involvement in multidisciplinary clinics.

Contribute to the ongoing establishment of outpatient clinical pharmacy services including collation of information and development of business cases.

Duties:

1. Provide clinical pharmacy services to outpatients.

1.1 Undertake clinic-based care for non-admitted patients. Review and reconcile medication lists, document medication histories, address issues and errors in treatment, optimise medications, and communicate recommendations to other members of the care team.

1.2 Participate in multidisciplinary clinics, providing advice to the patient and treating team on optimising medication treatment.

2. Establish and develop the role of outpatient clinic pharmacist

2.1 Take the lead role in establishing clinical pharmacy service for outpatients. This may arise from specific referrals; scheduled post-discharge reviews; participation in multidisciplinary clinics; pre-admission clinics; and other pathways. Investigate, establish and document these pathways in the appropriate health care record.

2.2 Develop services in accordance with the requirements of Tier 2 outpatient clinics as part of the Activity-Based Funding model used by the hospitals, as published by the Independent Hospital Pricing Authority (IHPA), including developing on clinical, activity and financial outcomes.

2.3 Take a lead role in establishing referral pathways, communication processes with external care providers, clinic locations, clinic processes, and recording of occasions of service, such that clinic activity is reimbursable under these arrangements.

2.4 Work with the team of Outpatient Clinic Lead Pharmacists across the State (one in each region) as a statewide team, ensuring that the model of care is developed for consistent application across the State.

3. Undertake general pharmacist duties

3.1 Deliver clinical pharmacy activities for patients of the Royal Hobart Hospital and the THS that meet the requirements of the Australian Pharmaceutical Advisory Council (APAC) Guidelines. Undertake dispensing, compounding, and other pharmacy services and ensure compliance with all applicable policies and legislative requirements.

4. Represent pharmacy service and liaise with key stakeholders

4.1 Be the pharmacy service's key liaison person regarding outpatient clinic pharmacy. Represent the pharmacy service to staff and patients in clinic settings; and be the key resource person for pharmacy staff regarding outpatient clinics.

4.2 Provide regular reports to Statewide Hospital Pharmacy management committees, including the Clinical Pharmacy Management Group.

4.3 Undertake projects and tasks as requested by the Executive Director, Statewide Hospital Pharmacy or Pharmacy Site Manager.

4.4 Support the goals and initiatives of the Executive Director, Statewide Hospital Pharmacy.

5. Other duties

5.1 Participate in a weekend and after hours on-call service.

5.2 Participate in, and develop, continuing education programs.

5.3 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.

5.4 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:

- Under the direction of the Manager, Clinical Pharmacy or Team Leader - Clinical Pharmacy, this role is responsible for undertaking project activities necessary to implement outpatient clinic pharmacy services. This role is expected to work with a high degree of initiative, but must work closely with the local clinical pharmacy team, and the team of outpatient clinic pharmacists across the State.
- In delivering outpatient clinic services to patients, the incumbent is expected to work with a high degree of clinical independence and autonomy.
- This position is expected to have some supervision of other staff (for example, other pharmacy staff working in outpatient clinics) but this is not a key focus of the role.
- 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:

a) Creating and fostering an attitude of positivity and teamwork.

b) Coaching others when needed in a supportive fashion.

c) Collaborating with a broad range of peers and colleagues.

d) Demonstrating the commitment and capability of the pharmacy service to improve patient outcomes.

e) Taking every opportunity to improve the pharmacy workplace and the working lives of other team members.

f) Being mindful of the needs of others and demonstrating 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:
        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 clinical pharmacy practice.
2. 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).
3. Demonstrable experience in dispensing medications under the Pharmaceutical Benefits Scheme (PBS), and other mechanisms for subsidised access to pharmaceuticals, including Clinical Trials, Section 100, and State Government funding schemes.
4. Well-developed written communication skills.
5. Demonstrated ability to analyse and collate information regarding pharmacy service provision.
6. Experience in developing, undertaking, and monitoring projects.
7. Ability to exercise a high level of initiative in the application of good medication management principles.
8. Highly-developed oral communication and interpersonal skills, and the ability to communicate with sensitivity and respect.

Working Environment:

- Occasional intrastate travel is a requirement of this position.
- Occasional interstate travel will be required.
- If requested, participate in an on-call roster with other pharmacists for out-of-hours provision of pharmacy services, as needed.

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.