



## ROLE DESCRIPTION

<b>Role Title:</b>	Director, Pharmacy Immunisation Programs
<b>Classification Code:</b>	AHP5
<b>LHN/ HN/ SAAS/ DHW:</b>	Department of Health and Wellbeing
<b>Hospital/ Service/ Cluster:</b>	Public Health
<b>Division:</b>	Communicable Disease Control Branch
<b>Department/Section / Unit/ Ward:</b>	Immunisation Section
<b>Role reports to:</b>	Executive Director, CDCB
<b>Role Created/ Reviewed Date:</b>	September 2024
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Director provides leadership and strategic direction in regard to the development and implementation, oversight, governance and management of statewide community pharmacy immunisation programs.

The Director has a key role in providing professional and clinical advice and leadership for the development, co-ordination, implementation and review of community pharmacy immunisation programs and pharmacy policy frameworks, strategies and legislation to promote the equity of access and quality use of vaccines across the State.

The incumbent supports the Executive Director in this role and is an integral member of the Immunisation Section, significantly contributing to the leadership, vision and strategic direction setting for the health portfolio of community pharmacy vaccination services and contributing to the attainment of objectives for SA Health.

### Direct Reports:

> Nil

**Key Relationships/ Interactions:**

Internal

- > Accountable/reports to the Executive Director, CDCB
- > Develops strategic and effective working relationships with relevant teams and Divisions across the Department for Health and Wellbeing

External

- > Works with relevant local, statewide committees including South Australian Medicine Advisory Committee, Drugs and Therapeutics Committees, Medication Safety Committee and Controlled Substances Advisory Council and Controlled Substances Legislation Group (DHW).
- > Develops and maintains strategic and working relationships and interfaces with the Australian Health Practitioner Regulation Agency, the Pharmacy Board of Australia, the Pharmacy Regulation Authority of South Australia and a range of other state and national agencies, organisations and industry.
- > Develops and maintains strategic and working relationships and interfaces with the key pharmacy stakeholders, professional colleges, universities and tertiary teaching institutions, the Australian Commission for Safety and Quality in Health Care, Aged Care sector and primary care.
- > Liaises with and influences other jurisdictions and the Commonwealth on policy and legislation in relation to community pharmacy immunisation programs.

**Challenges associated with Role:**

Major challenges associated with the role include:

- > Supporting the Executive Director in developing and implementing strategic plans, policy and programs to meet the objectives, functions, and strategic requirements of the Immunisation Section, Department of Health and Wellbeing and SA Health. .
- > Ensuring contemporary, collaborative and forward thinking approaches whilst ensuring translation of policy initiatives into successful operational implementation of community pharmacy immunisation programs within South Australia.
- > Ensuring collaboration with, and inclusion of, all key stakeholders in major projects.

**Delegations:**

- > As defined by current DHA Financial Delegations and Human Resource Delegations.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Strategic Leadership and Operational Management</b>	<ul style="list-style-type: none"> <li>&gt; Overseeing the strategic and operational planning, development, resources, delivery, quality and evaluation of legislative changes required for the implementation of community pharmacy immunisation programs.</li> <li>&gt; Support the Executive Director and lead, oversee and direct the strategic development of legislative mechanisms and clinical governance frameworks for community pharmacy immunisation programs within South Australia.</li> <li>&gt; Support development of expert advice, consultation and input to reviews and alignment with relevant state and Commonwealth immunisation programs including vaccine shortages and immunisation program reforms.</li> <li>&gt; Determine, direct and manage strategies, priorities and resource allocation for the effective administrative and operational implementation of the Immunisation Section to achieve relevant Government and Department objectives enabling expansion of community pharmacy immunisation programs.</li> <li>&gt; Provide strategic direction and oversight to ensure there are contemporary and evidenced-based policies and processes in place to support the implementation of legislative changes and clinical governance frameworks for community pharmacy immunisation programs.</li> <li>&gt; Support the Executive Director in leading and overseeing the strategic development and implementation of community pharmacy immunisation programs.</li> </ul>
<b>Quality Use of Vaccines</b>	<ul style="list-style-type: none"> <li>&gt; Ensure development and implementation of clinical governance frameworks to improve the quality and co-ordination of community pharmacy immunisation services across the state with a focus on best practice and contemporary approaches to service delivery.</li> <li>&gt; Ensure the multi-disciplinary workforce responsible for immunisation service delivery is developed and supported through the implementation of legislation, policy and education to promote safe and appropriate use of vaccines and is consumer- centred care.</li> <li>&gt; Oversee and ensure the development of vaccine safety strategies and frameworks that are aligned with state and national standards to provide a coordinated approach to supporting the safe use of vaccines in community pharmacy vaccination programs.</li> <li>&gt; Support the Executive Director in coordinating processes for the development of state legislation to ensure safe and appropriate access to S4 medicines (vaccines) in regards to prescribing and administration.</li> </ul>
<b>Vaccine Policy and Advice</b>	<ul style="list-style-type: none"> <li>&gt; Lead the development of policies and strategies supporting equitable, safe and cost- effective use of vaccines in South Australia through promoting the quality use of vaccines in community pharmacy immunisation programs.</li> <li>&gt; Collaborate with the Executive Director to identify and ensure that legislation and policy addresses and optimises opportunities for safer and more efficient use of vaccines under the Australian Government and the Pharmacy Guild of Australia Community Pharmacy Agreement to improve health outcomes for South Australians.</li> <li>&gt; Provide expert advice to across the Department on, and support the Executive Director with, professional pharmacy issues and policy,</li> </ul>

	<p>standards, guidelines, procedures, services and practices for the safe and effective use of vaccines in community pharmacy immunisation programs.</p> <ul style="list-style-type: none"> <li>&gt; Lead the co-ordination of policy and related advice for community pharmacy immunisation service providers by regular liaison with senior officers throughout the health service including in the areas of: <ul style="list-style-type: none"> <li>o The <i>Health Practitioner Regulation National Law Act 2009</i> and regulations and other relevant legislation as it applies to pharmacy;</li> <li>o The Community Pharmacy Agreement between the Australian Government and the Pharmacy Guild of Australia, in particular its impacts within South Australia;</li> </ul> </li> <li>&gt; Manage the development and implementation of strategic policy and operational frameworks for vaccine use in community pharmacy vaccination programs.</li> <li>&gt; Ensure that South Australia has input into national community pharmacy immunisation program policy matters through supporting the Executive Director, and where required representing and advocating on relevant national committees.</li> <li>&gt; Contribute to the safety and efficacy of community pharmacy immunisation programs within South Australia by participating in and providing expert advice and guidance to relevant information to committees.</li> </ul>
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> <li>&gt; Contribute to a culture of continuously reviewing and improving planning, policies, services and programs.</li> <li>&gt; Identify performance issues, duplication and process improvements, including through the review of learning at a national and local level.</li> <li>&gt; Contribute to the implementation of program improvements and ensure that appropriate records are kept of improvement activities.</li> <li>&gt; Promote the evaluation of measures to ensure program and project effectiveness.</li> <li>&gt; Lead and manage the development and implementation of training and capability development initiatives to assist with the delivery of service improvements.</li> <li>&gt; Contribute to initiatives that improve workplace culture, employee engagement, organisational performance, employee wellbeing, and advance diversity and inclusion outcomes.</li> </ul>
<p>Corporate Compliance</p>	<ul style="list-style-type: none"> <li>&gt; Comply with all SA Health workplace policies and procedures</li> <li>&gt; Comply with the Code of Conduct for Public Sector Employees</li> <li>&gt; Manage the official records created by the program according to relevant legislation, policies and procedures.</li> <li>&gt; Identify and report all health and safety risks, accidents, incidents, injuries property damage and near misses in the workplace.</li> <li>&gt; Participate in all activities associated with the management of workplace health and safety</li> <li>&gt; Promote awareness and compliance with Equal Employment Opportunity principles.</li> <li>&gt; Participate in personal development reviews.</li> <li>&gt; Ensure cultural sensitivity is maintained by attending and contributing to their learning in diversity of Cultural awareness and cross-cultural training, with a frequency determined as appropriate by the organisation.</li> <li>&gt; Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.</li> </ul>

OFFICIAL

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

- > Appropriate qualification from a recognised tertiary institution, giving eligibility for registration with the Pharmacy Board of Australia and/or membership with the relevant professional associations.

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrate high level leadership and management skills including successfully negotiating, influencing and liaising effectively with a range of stakeholders in resolving problems and effecting change.
- > Demonstrated ability to identify risks, exercise high level initiative, judgement and innovation in managing program delivery issues, and motivating and inspiring others to work together as a team to achieve objectives.
- > Demonstrated ability to operate under general policy direction and with professional independence and think and act strategically in the determination of overall strategies, priorities, work standards and allocation of resources.
- > Demonstrate excellent public relations and written and oral communication skills including expertise in explaining complex issues in a concise and sensitive manner.
- > Demonstrated ability in providing a significant contribution to the development of professional understanding at a state and national level, including representing an organisation on high profile State and/or National committees.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

#### **Experience:**

- > Extensive experience in the strategic development, planning and implementation of health and medicines programs and initiatives with an emphasis on safety and quality and health outcomes including determining, prioritising and overseeing operational implementation and resource allocation to meet time, budget and organisation objectives.
- > Extensive experience in a professional management role in a hospital or community pharmacy or other relevant area of health programs or Public Health.
- > Demonstrate experience in providing professional/clinical leadership, high level strategic/expert advice

#### **Knowledge:**

- > A high level of knowledge in relation to public health aspects of medicines management and technology assessment including medication safety standards and guidelines for QUM and relevant policies and legislation.
- > A good understanding of Controlled Substances legislation and related pharmacy and medicines legislation
- > Knowledge of Public Sector management aims, personnel management standards and employee conduct standards, in particular Equal Employment and Occupational Health Safety and Welfare.
- > Detailed knowledge of current issues in pharmacy and medicines policy and practice including at a national level

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications:**

- > Higher degree in a relevant discipline

**Experience:**

- > Demonstrated experience in research and publication preparation in medicines management/QUM or related fields.
- > High level of experience in public speaking including professional recognition at state and national level in a relevant area of practice.
- > Policy/program management experience at state or national level.

**Knowledge:**

- > Knowledge of the South Australian Public Health System.

**Special Conditions:**

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > All staff to achieve the learning outcomes defined for levels one and two as per The Aboriginal Cultural Learning Framework. Additionally, managers and staff in leadership roles will be required to achieve the learning outcomes defined for level three of the framework.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.



**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

Led by the Chief Public Health Officer, the Public Health Division is a service delivery arm of the Department for Health and Wellbeing, using health protection, health promotion and preventive health approaches at a population level.

The Public Health Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch (CDCB)
- Health Protection and Regulation
- Public Health Planning and Response

The Public Health Planning and Response Directorate supports the statutory role of the CPHO, LHNs, Local Government and other partners to prepare and respond to health emergencies, other public health challenges and manage blood supply and organ and tissue donation. The Communicable Disease Control Branch works to control communicable and infectious diseases at a population level in South Australia including health biosecurity at our borders. The Health Protection and Regulation Directorate has responsibility for a wide range of health protection functions through policy development, legislation and provision of technical advice, delivery of health protection programs and the management of compliance with public health legislation.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

*The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.*

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		