

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Pharmacist
Position Number:	Generic
Classification:	Allied Health Professional Level 1-2
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:	South, North, North West
Reports to:	Relevant Team Leader or Manager
Effective Date:	April 2020
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>
Position Features:	<p>Pharmacists will work at any site within Pharmacy Services or at specified locations of other nominated health providers such as Mental Health Services within the region in which the incumbent is employed</p> <p>May be required to participate in weekend and oncall services</p>

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 a part of the relevant Hospital's Pharmacy Department and Hospital's Pharmacy Team to provide a comprehensive, efficient, and accountable pharmacy service for hospital inpatients and outpatients.

Duties:

1. Dispense medications for inpatient, outpatient, and discharge supply, in accordance with all legal requirements, and work within the parameters of the various medication access schemes available in public hospitals including the Pharmaceutical Benefits Scheme, the Special Access Scheme, Section 100, Clinical Trials, and Early Access Schemes.
2. Routinely offer verbal and written medicines information and other supporting health advice to patients.
3. Provide information on medications to hospital staff and contribute to the development of their knowledge of medication related issues.
4. 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.
 - Reviewing 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.
 - Assisting in the transfer of comprehensive, complete, and accurate patient-specific medication information to other health care providers.
5. Involvement in programs and projects that expand the scope of, and improve pharmacy services, such as Partnered Pharmacist Medication Charting as required.
6. Assist in the supervision and training of pharmacy technicians, pharmacy students, pharmacy interns and other hospital staff.
7. Manufacture non aseptic and aseptic pharmaceutical products (including chemotherapy) following all relevant procedures.
8. Participate in Quality Use of Medicines activities to improve medication safety and facilitate the appropriate use of medicines.
9. Under appropriate supervision, be involved in a broader range of pharmacy services, such as clinical trials.
10. Contribute to the achievement of the relevant hospitals Pharmacy Department's Key Performance Indicators (KPIs), including the collection of work activity data upon request.

11. Manage own performance and maintain own professional development in accordance with requirements of the workplace and that of the Pharmacy Board of Australia.
12. Work in a multidisciplinary team, as required, when undertaking the above duties.
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, safeguarding practices for vulnerable people, 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:

- Work within relevant procedures and processes.
- Work effectively at the specified Pharmacy Department as an active team member and contribute to the Statewide service delivery function.
- Perform duties with general professional guidance from senior pharmacists and the relevant direct supervisor in the hospital, exercising independent professional judgement when required.
- Comply with all State and Commonwealth legislation as applicable to the practice of pharmacy within a hospital setting.
- Exercise reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation.
- 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.

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.

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. Pharmacy experience in a range of activities such as dispensing or clinical pharmacy, preferably in a hospital setting, together with experience in the application of relevant legislation, codes of practice and workplace guidelines in the practice of pharmacy.
2. An understanding of (and preferably experience with) the frameworks used to guide and develop clinical pharmacy services, such as the APAC Guidelines, Pharmaceutical Review, and Medication Management Review programs (e.g., HMR and DMMR).
3. Demonstrated working knowledge of the application of the Pharmaceutical Benefits Scheme.
4. Knowledge of aseptic manufacturing techniques.
5. Ability to assess and evaluate drug regimens and medicines information and provide tailored advice to other healthcare professionals and the patient.
6. Well-developed communication and interpersonal skills, and the ability to contribute effectively as an active member of a diverse, multidisciplinary team.
7. History of contributing positively to the workplace and delivering workplace improvements within a continuous quality improvement framework.
8. Demonstrated problem solving and conflict resolution skills applied to resolve practice-based issues.

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](#).