

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Specialist Pharmacist - Correctional Health
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - Statewide Mental Health Services Forensic Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Senior Pharmacist - Correctional Health
<b>Effective Date:</b>	December 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Pharmacy Board of Australia or completion of an overseas qualification eligible for skill assessment through the Australian Pharmacy Council</p> <p>Registered with the Pharmacy Board of Australia</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>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence</p> <p>Possess, or be working towards, post-tertiary qualifications with a significant Clinical Pharmacy or medication management component</p>

**Position Features:**

This position is based at the Risdon Prison Hospital, a high security area. The occupant will have regular daily contact with prisoners in both the outpatient and inpatient areas

As the Pharmacist of the prison, it is necessary to counsel patients one to one at all sites of the facility. This must be considered in making application for this position

This position is required to submit annually to the 'Nursing Director - Group Director - Forensic, Correctional Health & ADS', a portfolio outlining achievement of continuing professional development in accordance with the requirements of the Pharmacy Board of Australia

*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 with health professionals in Correctional Primary Health Services (CPHS), under the direction of the Senior Pharmacist - Correctional Health, to ensure policies and procedures for medication management are developed and implemented so medications are accessible, and the safety of staff and clients is protected.

Assist in the coordination and provision of a comprehensive pharmacy service including clinical pharmacy, drug information, medication education, dispensing - including Webster packs - and impressing reviews in the area of Correctional Health to achieve the best possible quality use of medicines in CPHS facilities.

Provide an efficient and appropriate dispensary service and a suitable system of medication distribution for CPHS.

## Duties:

1. Manage the day to day operations of the Correctional Health dispensary located at Risdon Prison, including dispensing of medications, participating in narcotic replacement therapy programs and coordination and checking of dose administration aids.
2. Provide dispensary specific training for, and supervision of, pharmacy support staff.
3. Maintain appropriate records including medication incident reporting, clinical interventions and near miss incident data.
4. Provide a clinical pharmacy service including the provision of drug information reviews of current patient medication profiles and participation in multidisciplinary meetings as appropriate.
5. Assist the Manager to develop new policies and procedures when required to ensure the safety and work environment of Correctional Health staff in medication administration areas complies with Work Health and Safety standards, current nursing practice standards and to address patient safety issues.
6. Maintain the highest possible standards of continuing professional development in the area of contemporary pharmacy practice, dispensary services and medication distribution in a correctional health setting and contribute to pharmacy practice and multidisciplinary research.
7. Participate in the continuing education programs by presenting in-service talks, especially focusing on education of staff monitoring patients on high risk drugs, participation in drug administration rounds and other activities as required.



8. 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:

- Responsible for the day-to-day operation of CPHS pharmacy dispensing and medication distribution and for effective and efficient utilisation of staff and resources within the dispensary area, under the supervision of the Senior Pharmacist - Correctional Health.
- Responsible for providing pharmaceutical advice to CPHS staff, maintaining a cost-effective supply to, and management of, pharmaceuticals in CPHS facilities and providing education on medication management and drug information to achieve the best possible quality use of medicines.
- 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.
- 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.

## 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.

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the *Corrections Act 1997*.

- Standing Order – *Identification (ID) Cards and Visitor Passes 5.02* and
- Standing Operating Procedure – *Tasmanian Prison Service Identification (ID) Cards MHS.021*.

A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the *Corrections Act 1997*.

## Selection Criteria:

1. Dispensing and medication supply, experience and an interest in the application of that experience in Correctional Health facilities.
2. Good team, interpersonal and communication skills with a customer focus, flexibility and conflict resolution skills.
3. Ability to critically analyse medical and pharmaceutical information and to exercise independent professional judgment.
4. Ability to work successfully as a member of a multidisciplinary health care team with a demonstrated desire and aptitude to deliver practical drug information to medical, nursing, other health professional staff and clients.
5. Ability to exercise a high level of initiative in the application of pharmaceutical principles, including Drug Utilisation Evaluation in the area of CPHS and the education of relevant staff in this field.

## 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](#).