

## Statement of Duties

<b>Position Title:</b> Intern Pharmacist	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2019
<b>Group:</b> Community, Mental Health and Wellbeing – Statewide Services		
<b>Section:</b> Statewide Hospital Pharmacy	<b>Location:</b> South, North, North West	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 1-2	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Supervisory Pharmacists and/or Manager/Director of Pharmacy		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Assisting in the provision of a comprehensive range of pharmacy services for the hospitals while undertaking a structured pre-registration training program recognised by the Pharmacy Board of Australia.

### Duties:

1. Work under the supervision of a pharmacist and, within procedures developed by the Pharmacy Department, to assist in the provision of clinical pharmacy services, including reviews of patient medication profiles and participation in consultant ward rounds, case conferences and meetings as required. Provide drug information as appropriate to doctors and health professional staff and provide verbal and written drug information to patients.
2. Dispense medications, under the direct supervision of a pharmacist, for inpatients and outpatients of the hospital providing counseling and consumer medication information (CMI), following hospital procedures for medication reconciliation and provision of medication action plans and medication profiles, to patients and ongoing caregivers at discharge.
3. Manufacture pharmaceutical products as required, following accepted aseptic and extemporaneous procedures, including small scale batches, parenteral nutrition products and chemotherapy.
4. Work with other pharmacy staff to maintain the efficiency of drug supply systems, including monitoring imprest stock levels and provision of individual patient drug supplies.
5. Participate in the continuing education programs for pharmacists, other professional groups and students by presenting in-service talks and providing student supervision and other activities as required.

6. Assist with reviews of drug use, prescribing patterns and/or drug expenditure in the hospital and advise on best practice and potential savings and efficiencies.
7. 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.
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.

### **Scope of Work Performed:**

Work under direct professional guidance within the policies and procedures of the Pharmacy Department exercising a limited degree of professional judgment, especially when working in clinical areas. An increasing level of professional independence is expected during the period of the internship, reflecting increased competency as assessed by supervisory pharmacists.

Duties may include:

- Supervision of pharmacy technicians and students.
- Exercise reasonable care in the performance of duties, consistent with the relevant Work Health and Safety legislation.
- Provide labour in an efficient, effective and safe manner.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

The incumbent is responsible for contributing to a positive work 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 demonstrate 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.*

- Eligible for provisional registration 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. Previous experience in a workplace that requires the application of relevant legislation, codes of practice and workplace guidelines.
2. Well-developed communication and interpersonal skills, and the ability to contribute effectively as an active member of a diverse team.
3. Some previous dispensing experience and knowledge of the Pharmaceutical Benefits Scheme and Safety Net Scheme.
4. Contemporary knowledge of therapeutics and pharmacy practice.
5. Capacity to reflect on own skills and experiences and be responsible for own learning and development.
6. Ability to critically analyse medical and pharmaceutical information.

### **Working Environment:**

- The incumbent may occasionally be required to perform duties at other locations within the jurisdiction of the Tasmanian Health Service and Department of Health.
- The duration of the traineeship will be for a finite period as determined by negotiation between the trainee, the Pharmacy Board of Australia and the Hospital, but is limited to a maximum of 12 months duration.

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.