

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Intern Pharmacist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 1-2
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Hospital Pharmacy
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Supervisory Pharmacists and/or Manager/Director of Pharmacy
<b>Effective Date:</b>	March 2019
<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 skills assessment through the Australian Pharmacy Council.</p> <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><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:**

May occasionally be required to perform duties at other locations within the jurisdiction of the 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.

After the initial trainee period, the appointee will undertake the role of a registered pharmacist.

*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:**

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 counselling 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 in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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:

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.
- Championing 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, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Key Behaviours:

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.

## 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. 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 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](#).