

Statement of Duties

Position Title: Pharmacist	Position Number: Generic	Effective Date: April 2015
Group and Unit: Tasmanian Health Service (THS) – North West Regional Hospital		
Section: Pharmacy	Location: North West Regional Hospital	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Senior or Supervisory Pharmacist		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

To work as a part of the Hospital Pharmacy Department and Hospital 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.
 - Review, 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. Assist in the supervision and training of pharmacy technicians, pharmacy students, pharmacy interns and other hospital staff.
 6. Manufacture non-aseptic and aseptic pharmaceutical products (including chemotherapy) following all relevant procedures.
 7. Participate in Quality Use of Medicines activities to improve medication safety and facilitate the appropriate use of medicines.
 8. Under appropriate supervision, be involved in a broader range of pharmacy services, such as clinical trials.
 9. Contribute to the achievement of Pharmacy Department's Key Performance Indicators (KPIs), including the collection of work activity data upon request.
 10. Manage own performance and maintain own professional development in accordance with requirements of the workplace and that of the Pharmacy Board of Australia.
 11. Work in a multidisciplinary team as required when undertaking the above duties.
 12. 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.
 13. 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:

14. Work within the procedures and processes developed by the Pharmacy Department, and Agency.
15. Work effectively at the specified Pharmacy Department as an active team member and contribute to the statewide service delivery function.
16. Perform duties with general professional guidance from senior pharmacists and their direct supervisor, exercising independent professional judgement when required.
17. Comply with all State and Commonwealth legislation as applicable to the practice of pharmacy within a hospital setting.
18. Exercise reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation.
19. Comply at all times with THS policy and protocol requirements, in particular 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.

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.

- Registered 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. 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. A 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, multi-disciplinary team.
7. A 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:

- 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.
- The occupant of this role may be required to participate in weekend and on-call services.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.