

## POSITION DESCRIPTION

<b>Position Title:</b>	Rotational Pharmacist, Grade 1
<b>Business Unit/Department:</b>	Pharmacy
<b>Division:</b>	Clinical Support and Specialist Clinics
<b>Award/Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021-2025
<b>Classification:</b>	SW5 – SW10
<b>Reports To:</b>	Relevant Pharmacist Team Lead / Senior Pharmacist
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	19 March 2025

### Position Purpose

The Grade 1 Rotational Pharmacist provides expert professional skills and knowledge to ensure that:

- Patient outcomes are optimised by working to achieve Quality Use of Medicines (QUM)
- Optimal doses of the most appropriate medicine are given at the right time to the correct patient
- Prescribers and patients are supported to maximise the clinical benefits of medicines and minimise the risk of developing unwanted reactions
- Medicines are supplied in accordance with AdPha's standards of practice, pharmacy service, accreditation and legislative requirements
- Recording and reporting on pharmacy key performance indicators (KPIs) meets Western Health requirements
- Professional competence and continuing education activities are maintained to assist in teaching pharmacy students and pharmacy interns

**The role will require staff to be flexible with their working hours to meet the changing operational demands and can include being on call, working after hours, on weekends and on public holidays. Staff may be required to travel and work across the various Western Health campuses, programs, and partner organisations. Compliance with mandatory training as per Western Health Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.**

### Business Unit Overview

The Western Health Pharmacy Department provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine, Footscray and Williamstown Hospitals. The Pharmacy Department also provides support services to Sunbury Community Hospital, Melton Day Hospital, Bacchus Marsh Hospital and Dame Phyllis Frost Centre.

### Our Vision

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The objectives of the service are:

- To ensure safe, rational and cost-effective use of medicines
- To provide up to date information and advice on medicines and medication therapy to patients and staff of Western Health
- To offer effective and efficient procurement and distribution of medicines
- To provide support for education and research

## Key Responsibilities

**Provision of Care**, including:

- Act as the representative of the Pharmacy Department in all matters relating to patient care
- To complete an admission interview for all new patients, concentrating on complete medication reconciliation
- To maintain accurate and up-to-date Medication Management Plans (MMPs) or Pharmacy Admission Notes in accordance with Western Health procedures
- To locate patients' own medicines and, if present, facilitate appropriate storage while they are inpatients
- Review and endorse all medication orders for legibility, legality, therapeutic appropriateness, dosage and safety
- Initiate and document any necessary modifications to therapy via direct communication with the prescriber when possible
- Endorse all medication orders as required with appropriate information to ensure unambiguous orders, thereby assisting in the right patient receiving the right medicine at the right dose at the right time
- Complete medication allergy documentation
- Monitor patients' medication therapy on an on-going basis for interactions, incompatibilities, appropriateness and safety. Also, monitor patients' progress by monitoring biochemical, haematological, therapeutic drug monitoring and microbiological results, reporting any abnormalities requiring intervention to medical staff
- Assess medication compliance and implement appropriate strategies to ensure ongoing concordance with treatment regimens within inpatient settings which can be continued post discharge
- Monitor, report, appropriately document and assist with managing the recommendations to resolve all observed adverse drug reactions
- Provide medication counselling and information to all patients/carers
- Record all pharmacist interventions as required in patients' records
- Report medication-related incidents in RiskMan, following discussion with the relevant Team Lead / Senior Pharmacist
- Work at any Western Health site when requested to ensure the effective and efficient use of resources to meet the needs of Western Health and its patients
- Perform other duties as delegated by the Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy
- Identify and implement recommendations for cost effective medication therapy, including optimising the ward medication imprest range and levels
- Supply required pharmaceuticals for the ward on request
- Ensure that non-imprest medicines are promptly returned to the pharmacy when they are no longer required
- Advise on issues relating to rational prescribing with respect to efficacy, side effects and safety. Where appropriate, to recommend alternative therapies to contribute to and modify the prescribing habits of medical staff
- Ensure that appropriate documentation for Special Access Scheme (Category A, B and C) and non-formulary medications is obtained and completed

**Professional, Ethical and Legal Approach**, including:

- Act in accordance with all Victorian and national pharmacy legislative requirements
- Maintain performance standards consistent with AdPha Guidelines for Clinical Practice and Western Health Procedures

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- Ensure that Schedule 8 and Schedule 4D stock levels, supplies, balances, 3 monthly balance and expiry verifications and associated documentation are kept and maintained for the ward as required by the DPCS specifications
- Ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff
- Maintain consistent performance standards

**Collaborative Practice**, including:

- Provide medication information to medical, nursing and allied health staff, as well as to patients and carers as required
- Co-operate with clinical services in joint quality activities such as clinical audits
- Contribute to the maintenance of dispensary Standard Operating Procedures
- Assure quality and service standards
- Practice collaboratively as part of a multidisciplinary healthcare team and contribute to projects and initiatives
- Participate in the review or updating of medication-related protocols for specialty wards as required
- Participate in ward meetings, consultant ward rounds or other forums relevant to medication therapy optimisation
- Provide support to other hospital pharmacists and healthcare providers as required
- Maintain up-to-date ward orientation information

**Lifelong Learning**, including:

- Participate in medication evaluations and quality assurance activities
- Provide education sessions to staff and patients of the hospital and its clients as required
- Participate in the training program for pharmacy staff, including the training of pharmacy interns, pharmacy students and pharmacy technicians
- Participate in staff meetings and education sessions
- Participate in the department's competency assessment and advanced scope credentialing programs
- Participate in relevant professional development opportunities
- Participate in departmental research, publication and presentation activities relevant to pharmacy
- Support the Director of Pharmacy by participating in ongoing utilisation and audit activities

**Health Values**, including:

- Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation
- Demonstrate Western Health's values when carrying out duties and in dealing with patients, consumers and colleagues
- Seek and act on opportunities to create Best Care
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- Collaborate with other employees and patients/consumers to achieve the goals of Best Care
- Model the behaviours and actions outlined in the Western Health vision for Best Care

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#), which are aligned with Western Health's strategic aims.

## Key Working Relationships

**Internal:**

- Pharmacy staff
- Medical staff
- Nursing staff
- Ward staff

**External:**

- Community pharmacists
- Community and aged care service providers
- General practitioners and specialists

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- Public and private hospital Staff
- External contractors

### Selection Criteria

#### Essential

- Bachelor of Pharmacy or equivalent
- Eligible for general registration with AHPRA
- Well-developed written, oral and interpersonal communication skills, with the ability to co-operate with all hospital staff and patients
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with the AdPha guidelines
- Demonstrated high level of communication and interpersonal skills
- Demonstrated ability to identify and solve problems appropriately
- Demonstrated ability to meet time constraints and to determine workload priorities
- Able to work with minimum supervision
- Well-developed computer skills
- Maintains professional conduct, including punctuality and attendance
- Fosters and maintains working relationships
- Ability to adapt to a changing environment
- Ability to understand and adhere to Western Health policies and procedures

#### Desirable

- Experience in hospital pharmacy
- Proficiency in word processing, spreadsheet and Merlin dispensing software applications
- Experience with Electronic Medication Records systems, i.e. Oracle EMR

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a safe working environment without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except as necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act regarding the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement

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- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to gender equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke-free environment

*I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:	<a href="#">Click here to enter the Employee's name.</a>		
Employee's Signature:		Date:	<a href="#">Click here to enter a date.</a>

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