

## POSITION DESCRIPTION

<b>Position Title:</b>	Lead Pharmacist - Medication Safety
<b>Business Unit/Department:</b>	Pharmacy
<b>Division:</b>	Clinical Support and Specialist Clinics
<b>Award/Agreement:</b>	Medical Scientists, Pharmacists and Psychologists VPS Enterprise Agreement 2021 - 2025
<b>Classification:</b>	TA20 – TA22
<b>Reports To:</b>	Deputy Director of Pharmacy - Quality and Informatics
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	23 September 2024

### Position Purpose

The Lead Pharmacist - Medication Safety, provides leadership and expertise in the safe use of medicines across Western Health. The role is focused on reducing medication-related harm, promoting a culture of safety and ensuring compliance with NSQHS Standard 4, Medication Safety. The Medication Safety Pharmacist collaborates with multidisciplinary teams to identify risks, develop strategies, and implement policies and procedures aimed at improving medication safety practices and addressing medication-related elements of the relevant ACSQH Clinical Care Standards.

### Business Unit Overview

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

The objectives of the service are:

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

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## Key Responsibilities

### Leadership and Strategy

- Represent the health service as a lead for NSQHS Standard 4, Medication Safety, and any other relevant standards applicable to the provision of safe care and quality use of medicines across Western Health.
- Act as the department's medication safety subject matter expert (SME), in interactions with internal and external stakeholders.
- Advise the Deputy Director of Pharmacy - Quality and Informatics, and Director of Pharmacy, on matters pertaining to medication safety.
- Chair or participate in Medication Safety working groups and the Medication Safety Committee (MSC), including performing secretarial functions for committee meetings, reviewing and providing feedback on papers for committee presentation and, preparing and presenting the annual MSC report to Safe Care, as required.
- Monitor and implement Clinical Care Standards in collaboration with nominated pharmacy leads
- Represent Western Health in forums that deal with medication safety at a state and national level and actively contribute within these groups. This includes VicTAG QUM, SCV and HSV (only in an advisory capacity for product presentation labelling).

### Medication Safety Programs

- Work closely with multidisciplinary stakeholders and the Medication Safety Committee to review and update the Operational Risk Register.
- Develop a structured Medication Safety Plan and database of medication safety improvement activities, to inform work priorities.
- Oversee the completion of medication safety self-assessments and audits such as the medication safety and drug security audit, followed by development of action plans and implementation of process improvements.
- Oversee medication incident reporting for pharmacy, ensuring proper analysis, follow-up, and implementation of corrective actions to prevent incidence recurrence
- Prepare reports on medication safety performance as required.
- Assess clinical incidents and identify trends of errors relating to medicines.
- Utilise data from medication incidents and audits to inform risk management strategies.
- Collaborate with the Best Care Governance and Support Division and participate in root-cause analyses of specific incidents, recommend system changes and evaluate feedback and outcomes.
- Identify and implement organisation-wide safety processes for high-risk drug packaging
- Advise on product labelling and safety considerations that may arise from medication shortages or presentation changes, as required

### Education, Training and Research

- Provide education and training to staff on medication safety and raise awareness of high-risk medicines and associated practice changes and/or improvements.
- Present educational sessions to various audiences as required.
- Actively participate in staff development through continuing education and attendance and presentation at conferences.
- Identify opportunities for research and quality improvement relating to medication safety and lead or support these projects and initiatives.
- Develop the medication safety and auditing skills of other pharmacy staff members through staff engagement and assisting and/or guiding staff members to undertake medication safety projects.
- Assist in the development of employees by providing supervision, coaching and mentorship.

### Collaborative Practice

- Assist with additional departmental duties as required by the Deputy Directors of Pharmacy and Director of Pharmacy.
- Work collaboratively to achieve desired outcomes for the organisation.
- Contribute to the development and review of relevant protocols, policies, procedures and guidelines.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.

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- 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.
- Communicate and liaise with patients, medical, nursing and other professional staff as required.
- Provide services in line with the SHPA standards of pharmacy practice.
- Participate in weekend and on-call rosters as required.
- Participate in the development of and provide supervision and oversight in staff competency and training programs e.g. internship, residency.

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

### Key Working Relationships

#### Internal:

- Pharmacy staff
- Clinical staff
- Hospital departments, units, committees

#### External:

- Other Health providers
- Professional societies and committees
- Wholesalers and manufacturers Patients

### Selection Criteria

#### Essential

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Proven record of achievement as a hospital clinical pharmacist with highly developed clinical skills.
- Knowledge of pharmacy and related legislation, and accreditation standards.
- Highly developed written and oral communication skills.
- Strong leadership and interpersonal skills, with the ability to influence and collaborate with a diverse range of stakeholders.
- Demonstrated experience in identifying and leading improvement initiatives in a healthcare setting, with particular emphasis on medication safety.
- Excellent analytical skills, including the ability to interpret data and develop evidence-based recommendations.
- Ability to manage multiple projects and meet deadlines in a fast-paced healthcare environment.
- Information systems and technology proficient.
- Knowledge and understanding of all relevant aspects of pharmacy services, and a demonstrated ability to practice in accordance with SHPA Standards of Practice for Clinical Pharmacy.
- Commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices.

#### Desirable

- Relevant postgraduate qualification in clinical pharmacy, or an equivalent.
- Participation in a relevant Speciality Practice or Interest Group.
- Experience working with incident reporting and risk management systems.

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## 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 the course of 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 working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent 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 with regard to 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
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is 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 that is 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 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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