

POSITION DESCRIPTION

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| Position Title: | Automated Medication Dispensing Solutions Project Officer (Pharmacist Grade 2) |
| Business Unit/Department: | Automated Medication Dispensing Solutions Project |
| Division: | Nursing and Midwifery |
| Award/Agreement: | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021-2025. |
| Classification: | SX2 – SX5 |
| Employment Status: | Full-time (1 FTE) temporary |
| Reports To: | Senior Project Manager – ADS (Operations) |
| Direct Reports: | None |
| Date Prepared/Updated: | 22 February 2024 |

Position Purpose

The Automated Medication Dispensing Solutions Project Officer will work as part of the project team to support key components of project delivery within the Directorate of Nursing and Midwifery. The Project Officer will be responsible for key project deliverables pertaining to the implementation of Automated Medication Dispensing Solutions for New Footscray Hospital.

The role will report to the Senior Project Manager – ADS (Operations), and work closely with stakeholders to ensure key project milestones are achieved. The Project Officer will work both independently and collaboratively to support project management, risk/issues management as well as developing and maintaining project documentation.

Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing/midwifery care to Western Health care recipients. The directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance & Support Division, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Diversity & Consumer Partnerships and a number of expert nurse consultants.

Western Health Values: Compassion, Accountability, Respect, Excellence & Safety

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day-to-day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person-centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

Key Responsibilities

- Maintain all required project documentation (project plans, status reports, risk/issues registers, project management reports, schedules) throughout the project lifecycle
- Identify project issues and escalate to the project leadership team in a timely manner
- Build robust working relationships with key internal and external stakeholders and support stakeholder management
- Communicate with key stakeholders to facilitate required exchange of information to support project delivery
- Support change management throughout the project lifecycle
- Monitor/update task progress on key projects/initiatives to ensure delivery of project outcomes within agreed timeframes
- Undertake other ad hoc tasks and contribute to other initiatives as directed by Senior Project Manager

Key Working Relationships

Internal:

- Senior Project Managers - ADS
- Nursing and Midwifery Executive Team
- Divisional Directors
- Director of Pharmacy
- Deputy Director of Pharmacy, Quality and Informatics
- Pharmacy staff
- Digital Health Team
- Digital Technology Services Team
- New Footscray Hospital Project Team
- Community Hospitals Project Team
- Senior Leadership team
- Nurse/Midwife Unit Managers, /Associate Nurse/Midwife Unit Managers
- Nursing and Midwifery education team

External:

- ADS vendor
- EMR Vendor
- Pharmacy Dispensing Software Vendor
- External health care organisations

Selection Criteria

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Essential

- Bachelor of Pharmacy or equivalent.
- Eligible for general registration with AHPRA.
- A minimum of 12 months experience as a clinical pharmacist.
- Demonstrated high level performance, working autonomously with minimal supervision i.e., positive feedback from stakeholders, achievement of KPIs, practicing consistently according to policies and legislation.
- Demonstrated ability to identify and solve problems.
- Demonstrated ability to meet time constraints and to determine workload priorities.
- Flexibility and demonstrated evidence of working cooperatively in a team environment.
- Well-developed written, oral and interpersonal communication skills.
- Demonstrated ability to work collaboratively, including active contribution to projects and initiatives.
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with the SHPA Guidelines.
- Understanding of and consistent adherence to Western Health Policies and Procedures (or workplace).
- Possesses well-developed computer skills.

Desirable

- Post graduate degree/diploma in clinical pharmacy, or equivalent.
- Previous experience in project coordination/management
- Proficiency in writing reports and other documents
- Demonstrated leadership skills
- Experience with Electronic Medical Record systems
- Experience with Automated Dispensing Cabinets
- Member of ADS related Special Interest Groups

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

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| <p>General Information</p> <ul style="list-style-type: none"> • 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 |
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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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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