

POSITION DESCRIPTION

Position Title:	Education Pharmacist
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Single Interest Enterprise Agreement
Classification:	Grade 2 (SX2 to SX5)
Reports To:	Senior Pharmacist – Education
Direct Reports:	None
Date Prepared/Updated:	27 March 2025

Position Purpose

The Grade 2 Pharmacist - Education, supports teaching and training of pharmacists, pharmacy interns, students and technicians across all campuses of Western Health.

Key functions of the role include:

- Supporting Pharmacy Team Leads and the education team, to supervise, orientate, train and mentor pharmacy staff
- Identifying training needs/opportunities and develop and implement training to build capability in the pharmacy workforce
- Being the point of contact for undergraduate pharmacy student placements, managing rosters and supporting student preceptors
- Maintaining professional competence and continuing education activities to assist in teaching pharmacy staff
- Supporting education, research and operational activities within the department

The role will require staff to be flexible with their working hours to meet the changing operations demands and can include being on call, working after hours, on weekends and 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.

The objectives of the service are:

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- 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 a representative of the Pharmacy Department in all matters relating to patient care
- Provide education and training to pharmacy staff
- Strive for positive indicators of Best Possible Clinical Learning Environment and Workplace Learning Culture
- Provide clinical or operational pharmacy services as required
 - 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
 - Supply required pharmaceuticals for the ward on request
 - 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
- Perform other duties as delegated by the Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy

Professional, Ethical and Legal Approach, including:

- Present as a role model to other staff regarding professional development, education, good practice and ethical behaviour
- 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
- Assist in ensuring that pharmacy staff adhere to Western Health and pharmacy specific policies and procedures

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- Ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff

Collaborative Practice, including:

- Engage with the Pharmacy Leadership Group to support and facilitate training and education programs
- Support the pharmacy service in the design and delivery of education
- Contribute to ongoing review and update of relevant staff orientation and training checklists, to ensure that pharmacy staff receive appropriate orientation and training relevant to their role
- Participate in the development and implementation of pharmacy staff competency programs
- Participate in the training of medical, nursing and other clinical staff
- Provide medication information to medical, nursing and allied health staff, as well as to patients and carers as required
- Co-operate with the clinical services in joint quality activities such as clinical audits
- Assure quality and service standards
- Practice collaboratively as part of a multidisciplinary health care team and contribute to projects and initiatives
- Provide support to pharmacy staff and health care providers as required
- Participate in audit activities and other duties that support the department's operations, as required
- Participate in relevant conferences, seminars and related educational activities
- Contribute to the presentation and/or publication of service improvement projects

Lifelong Learning, including:

- Foster a learning culture and promote teamwork for delivering pharmacy services
- Assist in coordinating and participating in the department's Education and Training Program as required
- Ensure education delivered aligns with the Western Health strategic plan and growth of the pharmacy service
- Participate in the department's competency assessment and advanced scope credentialing programs
- Participate in staff meetings and education sessions
- Provide education sessions to staff and patients of the hospital and its clients as required
- 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

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External: • Community pharmacists • Community and aged care service providers • General practitioners and specialists • Public and private hospital staff
Selection Criteria
Essential: • Bachelor of Pharmacy or equivalent • Eligible for general registration with AHPRA • A minimum of 3 years' experience as a clinical pharmacist in a range of clinical areas • Proven record of achievement in training and education of pharmacy staff • Well-developed written, oral and interpersonal communication skills, with the ability to co-operate with all hospital staff and patients • Knowledge and understanding of different learning and supervision styles and an ability to apply these styles to teaching of staff and students with a broad range of abilities and skills • Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with AdPha guidelines • Well-developed knowledge of information systems and technology, and the ability to apply this knowledge for education purposes • Demonstrated high level performance, working autonomously with minimal supervision i.e. positive feedback from stakeholders, achievement of KPIs, recording of interventions, consistent practice in accordance with policies and legislation • Evidence of participation in practice improvement projects • Participation in the organisation, development and/or delivery of department education programs for pharmacy students, interns or pharmacy technicians • 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 • 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: • Post graduate degree/diploma in clinical pharmacy, or equivalent • Experience in coordinating practice research • Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee level, or active membership of a health-service wide committee • Previous research project authorship with publication or presentation at conference • Demonstrated leadership skills • Experience with Electronic Medical Record systems e.g. 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

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- 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 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023 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 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: _____

Employee's Signature: _____ Date: _____

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