



POSITION DESCRIPTION

POSITION TITLE:	Pharmacist – Grade 1
DIVISION/DEPARTMENT:	Pharmacy Department
CLASSIFICATION:	Pharmacist GR1 YR1 to YR6 (SW5 – SW10)
INDUSTRIAL AGREEMENT:	Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017-2021.
REPORTS TO:	Pharmacist in Charge
PRE-REQUISITES:	Current registration with the Pharmacy Board of Australia
Essential:	Current Police Check Current Working with Children Check
Desirable:	Recent hospital experience, preferably within the last 2 years Relevant post-graduate qualifications

KEY SELECTION CRITERIA:

- Recent hospital pharmacy experience;
- Ability to perform medication reconciliations in an hospital environment;
- Demonstrate well developed communication and interpersonal skills;
- Possess a knowledge of relevant legislation, policies and human resource procedures;
- Demonstrated ability in decision making and problem solving;
- Evidence of analytical and conceptual skills;
- Knowledge and commitment to continuous quality improvement and the National Standards;
- Ability to work as part of a team;
- Ability to participate in the use of hospital medication management plans.

OUR PURPOSE:

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY:

The primary role of the Grade 1 Pharmacist is to support Benalla Health's organisational goals by providing clinical pharmacy services. Simultaneously the Pharmacist will provide expert professional knowledge to patients and staff to ensure the optimal use of medicines. Positive working relationships will be developed and maintained with external and internal customers.

RESPONSIBILITIES

The Pharmacist will:

- Undertake pharmacy duties as directed by the Pharmacist in Charge.
- Complete a best possible medication history for new inpatients.
- Undertake medication reconciliation for patients on admission and discharge from Benalla Health.
- Develop best practice medication management plans for inpatients.
- Liaise directly with Medical Officers to ensure that prescriber practice is compliant with Standard 4 of the National Safety and Quality Health Service Standards (NSQHSS).
- Ensure compliance with infection control policies and procedures.
- Educate nursing staff, particularly on medications which are prescribed for current patients.

Ordering, storage and distribution

- Provide a disposal service for unusable drugs from within the hospital.
- Assist with the annual stock take.

Legislative requirements

- Assist in ensuring the storage, handling and distribution of drugs within the hospital complies with statutory requirements.
- Ensure adequate records of drugs are maintained.

Drug Information

- Provide drug information to patients and staff as required.

SAFETY MANAGEMENT SYSTEMS

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures.
- Reporting hazards and injuries.
- Participate in OH&S consultation and OHS training.
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

QUALITY & RISK

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICY & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement.
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions).
- Manual Handling.
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

CONSUMER ENGAGEMENT

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans.
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE:/...../.....

MANAGER'S NAME: _____

MANAGER'S SIGNATURE: _____

DATE:/...../.....

CREATED: 7TH Feb 1995

REVISED: April 2018

Benalla Health

Aligning behaviours to our Values and Code of Conduct

Compassion

Empathy

Accountability

Respect

Excellence

In our team we ...

are kind to each other

are forgiving

respect personal space

seek clarity where there is uncertainty

maintain confidentiality for those in our care and those we work with

encourage and support each other to discuss issues

ensure open consultation and two-way communication

use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives

we see the person as being separate from any unacceptable behaviour

ask others 'how can we help'

act to include each other

seek to understand the facts

will support those who admit errors

pull together especially in tough times

have patience for those who are learning

are safe to question and be inquisitive

report incidents and mistakes recognising we work in a 'just' culture

promote a culture of continuous improvement
summarise what we have heard to demonstrate our understanding

have fun

are honest and reliable

do what we say we will do

are honest with each other

call below the line behaviour

reflect on our own behaviour

acknowledge problems and seek and/or offer a solution

have the courage to speak up and use our voice

will comply with reasonable directives

follow policies and procedures including rostering rules

acknowledge the views, opinions, beliefs and ideas of others

say thank you

manage each other up

encourage robust discussion

smile and greet each other

acknowledge people from culturally diverse backgrounds

turn up on time

apologise when we have hurt others and/or have been below the line in our behaviour

model and demonstrate polite behaviour

use AIDET when we communicate

follow our organisation's dress code and dress appropriately

have a 'can do' attitude

work hard

choose our attitude

encourage innovation

lead by positive example

work as a team

acknowledge when we are wrong

encourage each other to be the best we can be and celebrate each other's achievements

In our team we do not ...

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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Our standard is what we choose to walk past ...