



POSITION DESCRIPTION

| | |
|------------------------------|---|
| POSITION TITLE: | Chief Pharmacist |
| DIVISION/DEPARTMENT: | Pharmacy Department |
| CLASSIFICATION: | Pharmacist in Charge YR1-3 (TT13-TT15) |
| INDUSTRIAL AGREEMENT: | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017-2021 and subsequent agreements. |
| REPORTS TO: | Director of Medical Services |
| PRE-REQUISITES: | Bachelor of Pharmacy Current Police Check Current Working with Children's Check |
| PREFERRED: | Relevant post-graduate qualifications, Hospital experience |

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:

To organise and administer the Pharmacy Department and services provided according to this position description.

RESPONSIBILITIES:

Organisation

- Plan and manage the Pharmacy Department's budget and use of resources. Submit for new equipment & ensure the maintenance of existing equipment.
- Be involved in administrative decisions relating to the provision of pharmacy services and the use of drugs.
- Develop and enforce procedures to ensure that the correct ordering, supply, storage, preparation and administration of drugs are carried out within the Hospital.
- Be responsible for the explanation of new pharmacy procedures to staff.
- Review and revise the Pharmacy Department Policies and Procedures manual at least three yearly.
- Develop, maintain and coordinate the quality assurance program.
- Be involved in the appointment of staff for the Pharmacy service.
- Train Pharmacy staff in the procedures of the department.
- Supervise the Pharmacy assistants.
- Develop the staff roster.
- Ensure compliance with infection control policies and procedures.
- Educate nursing staff; particularly on new or amended products.

Ordering, storage and distribution

- Supervise the purchasing and requisitioning of all drugs.
- Distribute drugs by imprest, requisitions and individual patient supply
- Regularly review ward drug requirements.
- Provide a disposal service for unusable drugs from within the hospital.
- Supervise and organise an annual stock take.
- Be responsible for the recall of all re-called drugs.

Legislative requirements

- Ensure the storage, handling and distribution of drugs within the hospital complies with statutory requirements.
- Ensure adequate records of drugs issued are maintained.
- Perform quarterly S8 stock checks.

Drug Information

- Provide drug information to patients and staff as required.

- Develop and maintain the procedures used in the drug information function.

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 and
- 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: February 2019

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

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 honest and reliable
do what we say we will do
are honest with each other
call below the line behavior
reflect on our own behaviour

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

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

| | | | | |
|---|---|--|---|--|
| <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p> | <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p> | <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p> | <p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p> | <p>encourage each other to be the best we can be and celebrate each other's achievements</p> |
|---|---|--|---|--|

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> |
|--|---|--|---|--|

Our standard is what we choose to walk past ...