POSITION DESCRIPTION – Alfred Health/The Alfred/Caulfield Hospital/Sandringham Hospital

Date revised: Aug 2020

POSITION: Senior Pharmacist – Projects Pharmacist (Medication Optimisation)

AWARD/AGREEMENT: HSU 4

CLASSIFICATION TITLE: Hospital Pharmacist SX6-SX81

DEPARTMENT/UNIT: Pharmacy

DIVISION: Medical Services

ACCOUNTABLE TO: Associate Director of Pharmacy

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

  Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT

The Pharmacy services operate over 4 sites within Alfred Health and involve in training interns, undergraduate and overseas research students. Pharmacists are essential members of all clinical teams and have a critical role in patient management. Their understanding of Pharmacetics, Pharmacology and Medicine Management ensures Alfred Health patients receive the best pharmacy care possible. The service has 3 key priorities:

  • Medication Safety
  • Cost effective use of medicines
  • Delivery of specialist pharmacy expertise at critical points in the patient care pathway
Services have been aligned with the Alfred Health clinical programme structure.


**POSITION SUMMARY**

- To assist the Associate Director and Formulary Manager with developing and implementing the medicines optimisation strategy.
- To assist the Associate Director with contracts management and revenue related projects.
- To assist the Associate Director and Formulary Manager and liaise with relevant stakeholders regarding opportunities for medication utilisation.
- To assist the Associate Director and Formulary Manager to develop appropriate audits and reports to monitor drug use and prescribing patterns, financial analysis and reporting for consideration at Drugs & Therapeutics Committee (DTC).
- To assist the Formulary Manager with monitoring, reviewing and improving hospital medication processes by implementing quality improvement projects.
- To take a role in drug protocols development and cost-effective use of medications as required.
- To assist the Formulary Manager and Associate Director in coordination and secretarial duties of the Drug Availability Working Group (DAWG) and Pharmacy Contracts Management Working Group.

**KEY RESPONSIBILITIES**

**Contracts and Reporting**

- To assist the Associate Director with development of a financial reporting system that will inform both contracts management and DTC.
- To provide up to date and relevant financial information to inform contractual and clinical decision making.
- To assist the Associate Director and liaise with various areas in the department to provide consistent, comprehensive and timely information on drug usage.
- To identify drug usage trends by analysing drug usage reports and implementing audits.
- To act as secretary for the Pharmacy Contracts Management Working Group and assist the Associate Director to coordinate usage reports and preparation of material for meetings.
- To assist the Associate Director in maintaining and managing the pharmacy pharmaceutical contracts and agreements.
- To act as a point of contact and secretary for the Drug Availability Working Group (DAWG) and assist the Associate Director and Formulary Manager to coordinate usage reports and preparation of material for committee meetings.
- Coordinate and prepare monthly key performance indicator summaries for all areas of responsibility and report to Associate Director of Pharmacy.
- Contribute to the strategic plan for pharmacy services which addresses Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives.

**Formulary**

- To assist the Formulary Manager in the development and implementation of drug formulary management within Alfred Health.
- To assist the Formulary Manager with the Alfred Health Drugs and Therapeutic Committee (DTC), including reporting on drug formulary related activities.
- To participate in drug protocols development, formulary maintenance and cost-effective use of medications as required.
- Co-ordinate the compassionate stock programme, including maintaining systems in place for prescribing and supply of medication.
To support the Formulary Manager and provide financial information to support a strategy for drugs and/or drug classes for possible inclusion in DUEs on an ongoing basis.

Maintenance of datasets for medication usage and evaluation.

To perform other duties as directed by the Formulary Manager.

Policies and Procedures

Participation in development of departmental policies and procedures.

Update and maintain current polices relating to the clinical pharmacy service including documentation within ISO9001:2015.

Update and maintain developmental plans specific to the pharmacy directorate in the departmental developmental and governance business plan.

Research and Audit

Development and contribution to a practice based research program relevant to the pharmacy,

Present advances in practice at appropriate pharmacy and medication forums.

Publish advances in practice in appropriate peer reviewed journals.

General

Assist the Associate Director of Pharmacy in general administrative responsibilities when requested.

Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.

Assist in the various university undergraduate and postgraduate experiential placement programs.

Participate in the extended working hours services according to departmental roster.

Participate in weekend, public holiday and on-call services according to departmental roster.

Actively participate in the Alfred Health Performance Management Program.

Maintain and document ongoing CPD at a level applicable to the post.

Practice within the Code of Ethics of the Society of Hospital Pharmacists of Australia.

Attended and actively contribute to the pharmacy department meetings and educational forums.

Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met.

Practice as detailed in the various hospital policies and procedures.

Participate in the pharmacy department and Alfred Health quality management programs.

This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the department’s annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

QUALITY, SAFETY, RISK and IMPROVEMENT

Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives

Follow organisational safety, quality & risk policies and guidelines

Maintain a safe working environment for yourself, your colleagues and members of the public.

Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.

Promote and participate in the evaluation and continuous improvement processes.

Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• 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 Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role

KEY CAPABILITIES AND VALUES:

Skills:
• Ability to demonstrate leadership and decision making skills
• Ability to search and analyse medical and paramedical literature
• Communicates regularly with pharmacists outside the organisation through active participation in the affairs of pharmacy professional organisations.
• Ability to assist in the development of and to interpret crystal reports
• Ability to analyse and review clinical and financial data in a number of formats
• Advanced presentation and writing skills
• Ability to liaise with individuals from other departments including medical, nursing and administrative staff
• Ability to communicate in spoken and written English
• Advanced computer skills including database and excel management

Core attributes:
• Ability to demonstrate leadership and decision making skills.
• Good communication skills, dedicated, motivated and responsible.
• Ability to manage and co-ordinate the services with high standards of practice.
• Must have a strong commitment in patient care, continuing education, personal professional development and research.

Values:
• Values consistent with those of Alfred Health which are integrity, accountability, collaboration and knowledge.

QUALIFICATIONS/EXPERIENCE REQUIRED
• Registered pharmacist with AHPRA
• Relevant post graduate qualifications, preferably Masters degree level or recognised specialisation qualifications relevant to the position.
• Credentialed or a portfolio that demonstrates progression towards credentialing as Advanced (Level 2 or 3) on the Australian Advanced Level Framework highly desirable
• Hospital pharmacy experience in clinical and non-clinical services.
• Experience in the critical evaluation of medical literature
• Superior administrative and organisational skills, and exhibit the ability to work and communicate effectively with pharmacy staff and other health professionals.

Position Description authorised by: Associate Director of Pharmacy

Date: August 2020