



# POSITION STATEMENT

**Position Title:** Intern Pharmacist

**Directorate:** Medical Services

**Department:** Pharmacy

**Reporting to:**

- **Direct:** Deputy Director of Pharmacy – Clinical Services or Intern Coordinator / Supervising Pharmacist
- **Indirect:** Director of Pharmacy

## Appointment Terms/Conditions

- **Classification and Code:** Pharmacist Intern (SQ1) in accord
- **Award Coverage:** in accordance with the Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Multi-Enterprise Agreement
- **Time Fraction (hrs/wk):** As per contract of employment

## ORGANISATIONAL INFORMATION

### Vision

Excellence in health care.

Our patients / Our staff / Our community

### Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

### Values

The values of BHS represent our core beliefs. They are "what we stand for" and describe the expected behaviours of all staff. Our values are:

Values	
<p><b>Teamwork</b> We commit to common goals based on open and honest communication while showing concern and support for all.</p> <p>We are dedicated to working together for common interests and responsibilities.</p>	<p><b>Respect</b> We acknowledge everyone's unique strengths and values diversity.</p> <p>We operate in a spirit of co-operation and honour human dignity.</p>
<p><b>Accountability</b> We personally commit to delivering our best, taking responsibility for all of our decisions and actions</p>	<p><b>Compassion</b> We treat people with kindness and empathy. We care about our patients, our people and our community.</p>

## **POSITION PURPOSE**

This position is a fixed term full-time position, effective from January 2021 to January 2022.

This position is primarily allocated to the acute site at Ballarat Health Services. Rotation to the sub-acute service will occur.

This position provides the opportunity for an Intern Pharmacist to develop and consolidate their practical clinical skills under the direction of a team of pharmacists in an operational pharmaceutical environment within a large, multi-service, regional health service.

Primary job requirements involve the provision of clinical pharmacy and operational support services, under supervision, on a rotational basis across all areas of the BHS Pharmacy Service

## **KEY ACCOUNTABILITIES**

### **1. Pharmacy Services**

**Ensure the ongoing ability to provide clinical excellence by:**

- Participating in and meeting the standards of the BHS and Intern Training Program (ITP) Performance Development & Review Programs.
- Participating in and fulfilling the requirements of the Pharmacy Department specific orientation, induction, mentorship, supervision and performance management programs.
- Initiating or participating in a minimum of one supervised quality improvement activity or research project for the Pharmacy Department or clinical area. Publication in a peer reviewed journal or presentation at relevant clinical pharmacy conferences or seminars desirable.
- Monitoring new developments through journal review, attendance and presentation at relevant BHS in-services and attendance at ITP educational opportunities.
- Record KPI data, monitor and ensure all clinical activities undertaken fulfils or exceeds the applicable competency standards of the profession, and the standards set by the Pharmacy Department.
- Engaging in and supporting evidence based clinical work and ensuring outcomes are monitored and modifications are made as required.
- Ensuring the smooth transition of patients through the health care system, under supervision, liaising with relevant staff and community agencies to ensure continuity of care for individual patients and their families.
- Maintaining a sound knowledge and appropriate use of services relevant to the patient.

### **2. Clinical Pharmacy**

- Under supervision, provide assessment, intervention, advocacy and consultative clinical pharmacy services to BHS patients
  - i. Under supervision, contribute to relevant ward rounds and/or multidisciplinary team meetings.
  - ii. Contribute to effective patient flow within the organisation by prioritising discharge facilitation.
  - iii. Ensure organisational, divisional and Pharmacy Department communication and documentation standards are met and co-signed by a pharmacist, as evidenced by audit.

### **3. Operational Support**

- Support other operational functions of the Pharmacy Service as necessary
  - i. Assist the Dispensary Services to ensure safe and timely dispensing of outpatient, discharge and inpatient medication orders during rotation.
  - ii. Under supervision, complete the requirements of the extemporaneous and aseptic product manufacturing competency assessment then independently coordinate manufacturing services for the department.

#### 4. General Accountabilities

- Communication
  - i. Maintain effective oral and written communication at all levels.
  - ii. Participate in Pharmacy Department and clinical discipline/other meetings (under supervision) as required during rotations.
  - iii. Maintain effective communication within BHS and with external organisations (under supervision) as necessary.
  - iv. During clinical pharmacy rotations, be accessible to the Clinical Pharmacy Team Leader on a day-to-day basis to provide support and assist with problem solving as necessary.
  - v. Communicate with the Deputy Directors of Pharmacy in relation to clinical or operational issues.
- Information Management
  - vi. Ensure information is managed in line with organisational and Pharmacy Department standards.
  - vii. Ensure documentation standards as set by the Pharmacy Department and organisation are met as evidenced in audits.
  - viii. Complete workload statistics and other required records for clinical pharmacy activities within the specified timeframes.
  - ix. Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities.
- Human Resource Management
  - x. As directed by the Clinical Pharmacy – Team Leader and/or Deputy Directors of Pharmacy, participate in discussion regarding staffing requirements and roster planning.
  - xi. Participation in the orientation, induction, mentorship, supervision, education and professional development of pharmacy students (including work experience students), and other BHS personnel as directed.
  - xii. Participation in BHS Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable.
- Service Development
  - xiii. Participate in the development of pharmacy services that are accessible to those patients of BHS with the greatest potential to benefit.
  - xiv. Participate in staff meetings, strategic planning, service development and other relevant forums as requested.
  - xv. Participate in discussion pertaining to resource allocation, formulary management and revenue generation as requested.
  - xvi. Understand financial policies and processes, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures.
  - xvii. Facilitate an appreciation of departmental financial processes with students (including work experience students).
- Governance and Risk Management
  - xviii. Demonstrate compliance with all BHS Policies and Procedures.
  - xix. Adhere to infection control policies and procedures as identified in the BHS Infection Control Manuals.
  - xx. Participate in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
  - xxi. Demonstrate an understanding that the affairs of BHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
  - xxii. Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
  - xxiii. Demonstrate a commitment to patient centred health care and services, consistent with the BHS values, mission and vision. It is expected that the core values of patient centred care are demonstrated in every interaction with patients, carers and colleagues.

## **KEY SELECTION CRITERIA**

- Successful completion of a Bachelor of Pharmacy undergraduate or post-graduate degree.
- Intern pharmacist registration with AHPRA.
- Sound knowledge of pharmacotherapy for level of experience, and a demonstrated ability to apply this knowledge and promote quality use of medicines.
- Ability to cooperate and work well with others in the pursuit of team goals.
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment.
- Demonstrated effective communication and interpersonal skills.
- Effective organisation skills and ability to prioritise workload.
- Demonstrated ability to utilise a range of computer skills using pharmacy dispensing software applications.

## **OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES**

### **Responsibilities and Accountabilities**

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

### **Employees**

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **Employees (Clinical – NSQHS)**

The role of clinical employees is to ensure safe and effective delivery of healthcare services by:

- Actively participating in organisational processes, safety systems and improvement initiatives.
- Understanding their responsibilities for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the organisation
- Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.

### **Employees (Non-Clinical – NSQHS)**

The role of non-clinical employees is to ensure safe and effective delivery of healthcare services by:

- Actively participating in organisational processes including development and implementation of safety systems, improvement initiatives and training

### **OTHER RELEVANT INFORMATION**

- Appointment is subject to satisfactory clearance of a current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

### **AUTHORISATIONS**

<b>Employee</b>	Deputy Director of Pharmacy Clinical Services
<b>Date Written:</b> November 2018	<b>Date Revised:</b> June 2020