



West Wimmera Health Service

Position Description

Position:	Pharmacist (Senior)
Location:	Based at Nhill but will be required to work across all sites
Reporting to:	Executive Director of Clinical Services
Division:	Clinical Services
Award:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 - 2025
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care – Safe, effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community – Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future – Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Employees • Manager • Finance Manager • Executive Director • Visiting Medical Officer • Specialists • Radiographers • Patients • Residents 	<ul style="list-style-type: none"> • Consumers • Consultants • Visitors • Community Members

Position Overview:

To provide a range of clinical pharmaceutical services to consumers in all service requirements of West Wimmera Health Service (WWHS), which includes Nhill, Kaniva, Jeparit, Rainbow, Natimuk and Rupanyup Hospitals and Residential Aged Care Facilities; Goroke, Minyip and Murtoa Community Health Centres and Dental Services. The Pharmacist will provide medicines information to health professionals and consumers, medication supply functions and other pharmacy services as outlined in the position description.

Key responsibilities:

- To provide pharmaceutical care to consumers of West Wimmera Health Service's services.
- Distribute medications throughout the health service.
- Dispense medications by packaging and labelling pharmaceuticals.
- Liaise with medical and nursing staff to ensure safe and appropriate medication use.
- Act as a consumer advocate to prescribers for medication best practice.

- Ensure compliance with State and Commonwealth drug laws particularly as regulated by the Victorian Pharmacy Authority.
- Represent West Wimmera Health Service at relevant internal and external meetings.
- Maintain and keep accurate and up to date iPharmacy and MedList databases.
- Maintain records for controlled substances.
- Remove outdated and damaged drugs from the Pharmacy inventory and actively monitor stock levels to reduce over ordering and wastage.
- Undertake audit, stocktake and reporting requirements on a regular basis.
- Complete medication reconciliation on admission within a timely manner, so that information can inform consumer of conflicts.
- Review patient medication charts for accuracy, safety, and appropriateness. Inform relevant stakeholders if errors are identified.
- Provide Discharge Medications lists and consumer education to support medication literacy.
- Provide appropriate counselling to consumers about their medication.
- Work with Finance Manager to ensure a separation of duties with stock ordering, receipting and recording of stock is implemented.
- Assist the Finance Manager with information for end of month reporting. This will include variance commentary on budget versus actual results, stock write off justifications, minimum stock level and lead time reviews and appropriate level of quantity orders.
- Work within the Pharmacy Budget and discuss report commentary each month with Executive Director (direct report) as required. Reports will include stock write off, variance to budget report and trends.

Statement of duties

Professional Practice:

- Be aware of and work in accordance with WWHS's Code of Conduct and demonstrate commitment to the Service's core values.
- Be aware of and comply with WWHS's policies, procedures and any program specific guidelines.
- Continually develop both personally and professionally to meet the needs of the Pharmacy.
- Attend at least one professional development activity annually.
- Adhere to the standards and legislation relevant to the role and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Order and supply all scheduled drugs across the health service to ensure stored in accordance with the Drugs and Poisons Act and guidelines including maintaining a current register of controlled drugs.
- Maintain formulary and imprest lists with review conducted with the Director of Nursing (or delegate) every 12 months.
- Ensure adequate supplies of pharmaceuticals are available to meet consumer needs whilst minimising wastage and write offs.
- In conjunction with Infection Prevention and Control, lead WWHS Antimicrobial Stewardship program initiatives.
- Be a resource for WWHS staff in relation to medication management and provide advice as appropriate.
- Maintain a safe and clean working environment by complying with the protocols and policies.

- Notify the Executive Director of Clinical Services of any medication errors or untoward reactions to drugs as soon as possible, including the completion of an Incident Report form.
- Communicate and liaise with Visiting Medical Officer, nursing staff and managers on matters relating to the pharmacy services.
- Any other associated duties as delegated by the Executive Director of Clinical Services at any time.

Quality, Safety and Risk Management:

- Ensure WWHS meet the requirements of the National Safety and Quality Standards and the Aged Care Quality Standards in relation to the Pharmacy Department and medication management across the health service.
- Ensure legislative requirements including the Pharmacy Regulation Act and its Regulations and the Drugs, Poisons and Controlled Substances Act and its Regulations, Accreditation Standards and other guidelines relating to the pharmacy service are being met.
- Actively participate in relevant quality improvement activities, with a particular focus on NSQHS Standard 4 (Medication Safety), relevant Clinical Care Standards and Aged Care Quality Standards, including the quality use of medications.
- Actively participate in WWHS risk identification, reporting and mitigation processes associated with medication management.
- Ensure all relevant pharmacy policies are current and represent best practice.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work with other staff as appropriate to effectively manage such risks.
- Always ensure compliance with mandatory education competencies in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for personal safety and the safety of patients, consumers, volunteers and colleagues.
- Ensure awareness of West Wimmera Health Service's emergency procedures.

Communication:

- Maintain a professional approach in all interpersonal communication with internal and external stakeholders.
- Ensure effective and open lines of communication with consumers, colleagues, volunteers, visitors and WWHS management staff.
- Demonstrate the ability to work positively within a team to achieve team goals.
- Contribute to a positive and supportive learning culture.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Work effectively consistent with policies and procedures to agreed performance and behavioural expectations.

Key Selection Criteria

Essential:

1. Bachelor of Pharmacy Degree (or equivalent) with registration as a Pharmacist with the Australian Health Practitioner Regulation Authority (AHPRA).
2. Recent experience working as a health service Pharmacist or Pharmacy Manager.
3. Demonstrated ability to function with honesty and integrity in a work environment that is

dependent on adherence to legal requirements.

4. Demonstrated excellence in customer focus approach to work and service quality.
5. Demonstrated excellent written, oral and interpersonal communication skills.
6. Demonstrated ability to be able to work collaboratively in a multi-disciplinary team environment.
7. Commitment to personal and others continuing education and professional development.
8. Demonstrated excellent organisational and time management skills.

Desirable:

9. Recent experience in using iPharmacy software.
10. Post Graduate qualification in Pharmacy.
11. Membership to an appropriate professional body.

Pre-Requisites for Employment:

12. NDIS Worker Screening Check.
13. Working with Children Check.
14. Vaccinated for COVID-19 (as per Department of Health directive).
15. Influenza Vaccination.
16. Australian Driver's License.

Appraisal:

- Initial appraisal – 3 months after appointment.
- Thereafter – 12 monthly.

Certification:

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director of Clinical Services	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: