

# Eastern Health



## POSITION DESCRIPTION

<b>Position Title:</b>	EH Senior Renal Pharmacist
<b>Award Classification:</b>	Pharmacist Grade 3
<b>Award / Agreement Name:</b>	Medical Scientists, Pharmacists and Psychologists (Public Sector - Victoria) Award
<b>Position reports to:</b>	Associate Program Director of Pharmacy (Clinical Services & Box Hill Hospital, Blackburn Public Surgical Centre) and Director of EH Integrated Renal Service

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## 1. POSITION PURPOSE

This position is responsible for the oversight of renal pharmacy services across Eastern Health, provided at Box Hill Hospital, Maroondah Hospital, Angliss Hospital and Peter James Centre. As part of the senior pharmacy management team at Box Hill, the role includes direct supervision of the clinical renal service, other clinical areas as necessary and involvement in all aspects of Box Hill Pharmacy services.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Established in 2009, the Eastern Health Integrated Renal Service provides care to patients with all forms of kidney disease including renal replacement therapy. Services include the provision of inpatient care on Ward 8.1 of Box Hill Hospital, satellite haemodialysis to approximately 240 outpatients across 4 centres at Box Hill, Maroondah, Angliss Hospitals, Peter James Centre and Healesville. In addition, we provide care to more than 60 patients performing either peritoneal dialysis or haemodialysis at home, and more than 40 kidney transplant recipients. At Eastern Health, we prepare people for renal transplant (with transplant facilitated at other health services) with patients returning to long-term care under Eastern Health Integrated Renal Service following the transplant operation.

Based at Box Hill Hospital, the EH Senior Pharmacist – Renal Pharmacy Service is responsible for the oversight of renal pharmacy services across Eastern Health, In addition to inpatient activities on ward 8.1, this includes provision and coordination of pharmacy services to satellite dialysis patients, home dialysis patients and kidney transplant recipients.

The following list of activities is to be read as a guide to position responsibilities. It is not intended to be exhaustive.

- Oversee daily provision of renal clinical pharmacy services at Box Hill Hospital
- Provide regular individual clinical pharmacy services to the renal unit at Box Hill Hospital and other clinical areas when required
- Together with the Associate Director of Pharmacy maintain and develop the quality of EH clinical renal pharmacy services to maximise patient safety
- Provide clinical leadership for renal services at other Eastern Health sites
- Contribute pharmacy advice to the development of renal protocols and procedures
- Oversee the framework for the education and training of all pharmacy staff including intern pharmacists with regards to renal services
- Be involved with clinical renal education to nursing and medical staff
- Collaborate with the Senior Education and Training Pharmacist to assist in the organisation, development and/or delivery of department education programs for pharmacists, pharmacy students, pharmacy interns or pharmacy technicians
- Be part of BHH senior pharmacy management team and oversee junior pharmacy staff as required
- Participation in annual performance appraisal or achieve conversation of junior staff
- Attend and contribute to relevant meetings of the Eastern Health Integrated Renal Service
- Participation in relevant Eastern Health committee structures
- Ensure renal pharmacy clinical service and education services are conducted in accordance with all relevant legislation, standards and guidelines, including APAC and ACHS
- Participate in research, QUM or Medicines Evaluation projects
- Contribute to the presentation and/or publication of service improvement projects
- Participation in weekend, oncall and public holiday rosters will be required.

Additional credentialing is required prior to:

- Dispensing medications
- Approving chemotherapy orders for preparation or supply
- Charting medications (under the Partnered Pharmacists Charting Model of Care)
- Compounding pharmaceutical preparations
- Releasing aseptically-prepared products
- Participating in on-call services

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls. Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future. Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*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.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed:

Date: \_/\_/\_

Manager

<p><b>INCUMBENT STATEMENT</b></p> <p><i>I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.</i></p> <p>Signed: _____ Date: ____/____/____</p>
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## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

- Registered or eligible to be registered as a practicing pharmacist with the Australian Health Practitioner Regulation Agency
- Able to function effectively and autonomously in clinical areas and the dispensary
- Able to function effectively in a multidisciplinary team
- Effective written and verbal communication skills
- Flexible, adaptable, agile
- Post graduate clinical qualification
- Capable of performing under pressure, to meet time constraints and determine work priorities
- Computer literate
- Demonstrated understanding of customer service of internal and external customers and be committed to effectively meet their needs in a helpful and professional manner
- Commitment to participate in personal and departmental ongoing professional development, education and quality improvement activities
- Experience in hospital pharmacy (>2 years clinical pharmacy practice post registration as a pharmacist)
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, a demonstrated ability to practice in accordance with the Society of Hospital Pharmacists of Australia (SHPA) Guidelines
- Primary author of a presentation/poster presented at a SHPA or equivalent conference
- Presentations or publications on clinical pharmacy topics
- Involvement in undergraduate clinical education (i.e. StEPs, student hours) OR one of the pharmacist Grade 2 criteria according to the award –
  - Representing Pharmacy and/or the health service on relevant committees or working groups
  - Ability to act as a point of reference within an area of specialisation
  - Demonstrated commitment to further education – undertaking or completed a Graduate Certificate or Diploma of Clinical Pharmacy
  - Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee engagement level
- Satisfactory work performance and participation in departmental activities and role model for junior staff and the Pharmacy Department
- Experience in clinical education provision to pharmacists, pharmacy interns and students at the public hospital or university level

- Significant experience in renal pharmacy and understanding of the needs of patients with end-stage kidney disease, including patients requiring dialysis and kidney transplant recipients

### **Desirable**

- Credentialed or a portfolio that demonstrates progression towards ANZCAP credentialing of consultant (highly desirable)
- Recent ClinCAT completed to a specified satisfactory level; SHPA ClinCAT trained accredited evaluator
- Partnered Pharmacist Medication Charting credentialed
- Previous experience in a pharmacy management role
- Involvement in undergraduate clinical education (i.e. StEPs, student hours)
- Demonstrated commitment to further education by undertaking a Graduate Certificate or Master of Clinical Pharmacy
- Active participation in the affairs of relevant professional associations which may include membership of Special Interest Group, Specialty Practice Leadership Committee or similar relevant to portfolio
- Experience with PBS, Merlin dispensing program and the Victorian Health Incident Management System (VHIMS)
- Current Victorian driver's licence

### **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*