

POSITION DESCRIPTION

Position:	Senior Pharmacist – Cancer Services
Directorate	Medical Services
Division:	Pharmacy
Business Unit:	Pharmacy
Enterprise Agreement	VICTORIAN PUBLIC HEALTH SECTOR (MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS) SINGLE ENTERPRISE AGREEMENT 2017-2021
Reports to:	Director of Pharmacy



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 6 of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The Senior Pharmacist – Cancer Services is responsible for the day-to-day delivery of clinical pharmacy services to oncology, haematology and day unit patients in both an inpatient and outpatient capacity at Mildura Base Public Hospital. The position will also oversee the aseptic services and clinical trials at MBPH. The position will be responsible for supervision and development of clinical pharmacists and technicians working within these services. Additionally, the position holder will be the CHARM Project Officer for the Mildura area and will work in collaboration with the Director of Pharmacy, Deputy Director of Pharmacy and other Senior Pharmacists to develop the clinical pharmacy service for cancer patients at MBPH.

KEY RESPONSIBILITIES AND DUTIES

- The coordination and management of the clinical pharmacy services to patients under the Cancer Services cohort at MBPH
- The coordination and oversight of medication supply and clinical pharmacy services for all patients in the Chemotherapy Day Services Unit including oncology, haematology and non-cancer related infusions
- Ensure appropriate and safe systems are in place to manage oncology and infusion medicines
- Providing patient medication education and counselling to patients while they are inpatients, at discharge and for outpatients
- Assist the delivery of the Medication Management requirements of Cancer Services (e.g. input of chemotherapy protocols and their subsequent testing)
- Supervision of relevant pharmacy staff in the performance of their day-to-day responsibilities
- Assist in the management and coordination of Medication Management project activities, stakeholder meetings and other appointments and report against progress
- Identify and escalate potential project risks and provide recommendations for effective control strategies to minimise risk
- Monitor risks over time and ensure mitigation strategies are implemented effectively to ensure quality use of medicines
- To dispense prescriptions to inpatients, and supply medications as required to wards and authorised departments, by a Pharmacist controlled ward imprest system, or by requisition.
- When requested, or routinely, to review original medication orders for each patient, checking and clarifying orders, where necessary, with regard to doses, indications, adverse reactions, interactions, legality and cost.

- To participate in the ward pharmacy services as designated and perform such duties in accordance with recognised professional standards; undertaking medication reconciliation, preparation of pharmaceutical care plans and other clinical duties as appropriate for optimal patient care.
- To dispense prescriptions on discharge and when appropriate, or routinely, to counsel patients who are being discharged, and/or their relatives or carers, on the use of their medications.
- To undertake the manufacture of aseptic (including cytotoxics) and non-aseptic pharmaceuticals as required.
- To ensure the aseptic manufacturing facilities meet required standards and ensure cGMP is followed
- To oversee the provision of the clinical trial service including drug accountability, dispensing, stock receipt and liaison, manufacture, administration and adherence to Clinical Trials monitoring and compliance requirements
- To assist in the development of policies and procedures for the Pharmacy Department in relation to the cancer clinical area
- To perform clerical and administrative duties associated with the issue of various categories of pharmaceuticals.
- To assist in the purchase, preparation, storage and maintenance of pharmacy stocks
- To assist in the documentation of drug use and the preparation of orders.
- To maintain, all necessary records of drugs held and dispensed, observing all statutory laws and regulations relating to such drugs.
- To assist Pharmacy in the preparation of statistics on drug usage and costs relating to cancer services.
- To be actively involved in the Pharmacy Department's Quality Improvement program
- To actively participate in staff meetings, providing information and initiatives, and assisting in their implementation.
- To maintain a co-operative and close professional working relationship with other staff in the Pharmacy Department and with wards and other departments.
- To supervise the activities of pharmacy staff as required
- To participate in the weekend and on-call roster as required by operational needs of the department
- To provide clinical pharmacy services to other areas as required and at the direction of the Director of Pharmacy and/or Deputy Director of Pharmacy
- To deputise for the Deputy Director of Pharmacy as required

CHARM Project Officer (CPO) Responsibilities

- Undergo training to become CHARM Project Officer (CPO) for Mildura Base Public Hospital
- Apply appropriate governance to Mildura staff access to CHARM
- Oversee staff training for CHARM access, and ensure that staff can optimally use CHARM functionality
- Aid in problem solving CHARM software issues and escalating outages
- Appropriately review new and existing protocols to ensure best practice with most up to date guidelines
- Build and review protocols relevant to local patient treatment and care
- Attendance of CHARM Operations meetings (held monthly)
- Attendance of Loddon Mallee Oncology Medication Quality and Safety meetings (held bi-monthly)

- Deputise for Regional CHARM Project Officer when required (who is based at Bendigo)
- Assist Regional CPO when it comes to reviewing, testing and implementing updates to CHARM as required

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.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications / Certificates

- B.Pharm or M.Pharm
- General registration as a pharmacist with AHPRA

Specialist Expertise

- A sound knowledge of pharmacotherapeutics and hospital pharmacy practice, with a minimum of 2 years experience in clinical pharmacy setting
- Experience with Oncology and/or haematology hospital Pharmacy practice essential
- Experience with aseptic manufacturing highly desirable
- Experience with Clinical Trials highly desirable

Personal Qualities, Knowledge and Skills

Essential Skills & Attributes

- Ability to work as part of a team, as well as to work independently
- Capacity to assign priority to responsibilities and to meet time constraints
- Ability to give excellent customer service to both internal and external customers
- Demonstrated ability to coach and support others
- Ability to demonstrate decision making skills
- Ability to maintain accuracy while providing a timely and efficient service

- Demonstrated high level computer skills, including use of Microsoft Office applications, including Word, Excel, Outlook and ability to learn new applications.

Highly Desirable Skills & Attributes

- Ability to interact and communicate with a diverse range of people at all levels
- Experience with Merlin and CHARM programs
- A willingness and ability to learn
- Flexibility to operate in an environment of change and continuous improvement
- A personal approach which is positive, enthusiastic, friendly and helpful

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"
"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"
"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

