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| <b>Position Title:</b>               | <b>Pharmacist – Clinical Trials &amp; Operational (Grade 2)</b>  |
| <b>Campus:</b>                       | Ballarat   |
| <b>Directorate:</b>                  | Hospitals  |
| <b>Department:</b>                   | Pharmacy   |
| <b>Reporting to:</b>                 |  |
| <b>Direct:</b>                       | Senior Clinical Trials Pharmacist and Dispensary Operations Team Leader (or delegate)  |
| <b>Indirect:</b>                     | Deputy Director of Pharmacy – Operations & Logistics   |
| <b>Direct Reports:</b>               | None   |
| <b>Appointment Terms/Conditions:</b> |  |
| <b>Classification and Code:</b>      | Grade 2, Year 1 – Year 4 (SX2 to SX5), dependent on experience   |
| <b>Enterprise Agreement:</b>         | Victorian Public Health (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021 – 2025 and subsequent versions. |

## ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

| <b>Collaboration</b>  | <b>Compassion</b>   | <b>Accountability</b>   | <b>Respect</b>  | <b>Innovation</b>  |
|---|---|---|---|--|
| <i>We are stronger together.</i>  | <i>We show that we care.</i>  | <i>We do what we say and say what we do.</i>  | <i>We appreciate and value all people.</i>  | <i>We adapt and innovate to achieve best outcomes.</i>   |
| Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible. | All people deserve to be treated with compassion, kindness and empathy. | Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments | Our actions and words reflect our commitment to a safe and fair health service for all. | Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement. |

## **POSITION PURPOSE**

This position is primarily allocated to the acute site at Grampians Health-Ballarat. As a Grade 2 Pharmacist, you will have at least three (3) years of hospital experience and preferably a post graduate qualification relevant to pharmacy.

Primary job requirements involve:

- Contribute to clinical trials pharmacy service such as investigational medicinal product (IMP)-related manufacturing, dispensing, IMP accountability and administrative processes, liaising with internal and external clients, maintaining relevant clinical trial records, follow-up and develop standard procedures.
- If needed, contribute to operational and clinical pharmacy services which will include supporting activities of the Dispensary, Compounding, BRICC Oncology Pharmacy (e.g. dispensing and provision of oncology clinical services) and provision of clinical pharmacy services at ward level. The role would depend on experience and skill-set.

You will also support the Deputy Directors of Pharmacy/delegates to enhance team building and excellence within the team and the Pharmacy Department. Parameters of this position include some of the following; mentoring and supervising undergraduate students, pharmacy technicians, intern and Grade 1 pharmacist, participate in pharmacy education programs and provide education to staff from other disciplines.

You may be required to support other pharmacy services across the Grampians Health (GH) Pharmacy Services, and perform other duties as directed by the Deputy Director of Pharmacy (Operations & Logistics) or delegate.

This position is based at the Ballarat Campus, however, depending on operational needs, there may be a requirement to travel to other Grampians Health sites for work (i.e. Stawell and/or Horsham). In the event that you are required to travel to another campus, the employee will be supported as per the Guidelines for Working Away from Home

## **KEY ACCOUNTABILITIES**

- **General Pharmacy Services**

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

- Participating in and meeting the standards of the GH Performance Development & Review Program.
- Participating in and fulfilling the requirements of Pharmacy Department specific orientation, induction, mentorship, supervision and performance management programs.
- Initiating and/or coordinating and completing or participating in a minimum of one documented quality improvement activity or research project for the Pharmacy Department or clinical area every two years. 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 GH in-services and attendance at other relevant external educational opportunities.
- Record KPI data, monitor and ensure 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 work, and ensuring outcomes are monitored and modifications are made as required.
- Ensuring the smooth transition of patients through the health care system, 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.

- **Clinical Trials Pharmacy Service**

**Provide quality, efficient and cost-effective Clinical Trials Pharmacy services including**

- To know, and to practice, the standard conduct of clinical trials, its procedures and restrictions including strict adherence to privacy and confidentiality.
- Conduct clinical trials in accordance with International Conference on Harmonisation, Good Clinical Practice (ICH GCP), TGA, NHMRC SHPA Guidelines, and other legal and organisational requirements.
- Dispense clinical trial prescriptions/orders and perform drug accountability duties.
- To prepare and manufacture/reconstitute (if applicable) investigational products.
- Assist in the preparation of clinical trial pharmacy procedures (i.e. pharmacy trial summaries) and the set-up of pharmacy trial folder.
- Participate in inventory management for clinical trial including receiving, transferring and ordering clinic trial stocks, and performing drug accountabilities;
- Perform (as needed) clinical trial-related administrative duties such as invoicing, filing/sending of trial documents, maintaining currency of information in relevant database (e.g. SiteDoc), trial-related documentation, archiving, temperature monitoring, organising appointments, and where appropriate liaise/assist others on trial matters;
- Communicate (as applicable) with both internal and external clients on matters related to clinical trials (e.g. Clinical Research Associates, Trial Nurse/Monitors, Trial Investigators).
- Contribute to the development of standard operating procedures and quality improvement activities for clinical trials pharmacy service, and assist in quality assurance and workload statistics.
- Disseminate relevant clinical trial information to pharmacy and other staff.
- Assist in educating and training of pharmacy staff (students, interns, technicians and other pharmacists) and others on matters related to clinical trials.
- Assist (where needed) in the supervision of students, intern pharmacists, pharmacy technicians and Grade-1 pharmacists.
- Attend relevant meetings and continuing educations as needed.

- **Operational & Clinical Services Support**

- **Support other operational & clinical functions of the Pharmacy Service when necessary**

- Assist the Dispensary Services to ensure safe and timely dispensing of outpatient, discharge and/or inpatient medication orders via rotation or as necessary.
    - Assist the BRICC Oncology Pharmacy services to ensure safe and timely provision of oncology pharmacy services via rotation or as necessary.
    - Assist in provision of clinical pharmacy services via rotation or as necessary.
    - Participate in the weekend and on-call roster.

- **General Accountabilities**

- **Communication**

- Maintain effective oral and written communication at all levels.
    - Active and collaborative participation in Pharmacy Department and clinical discipline meetings and Allied Health meetings as delegated by the Deputy Directors of Pharmacy/delegates, as evidenced by attendance records and peer review feedback at annual performance review.
    - Maintain effective communication within GH and with external organisations as evidenced in communication records and via structured feedback such as peer feedback and annual performance review.
    - Communicate with the Deputy Directors of Pharmacy/delegate in relation to clinical trials and other issues.

- **Information Management**

- Ensure information is managed in line with clinical trial requirements, and organisational, Allied Health and Pharmacy Department standards.
    - Ensure documentation standards as set by the Pharmacy Department and organisation are met as evidenced in audits.
    - 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**

- In liaison with the Deputy Directors of Pharmacy and/or delegates, participate where applicable, in discussion regarding staffing requirements and roster planning.
- Participation in the orientation, induction, mentorship, supervision, education and professional development of pharmacy staff, students (including work experience students) and other GH personnel as directed.
- Participation in GH Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable.

### **Service Development**

- Active participation in the development of pharmacy services that are accessible to those patients of GH with the greatest potential to benefit.
- Active participation in strategic planning, staff meetings, service development and other relevant forums.
- Active participation in discussion pertaining to resource allocation, formulary management and revenue generation.
- Understand financial policies and processes, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures.
- Facilitate an appreciation of departmental financial processes with junior staff.

## **KEY SELECTION CRITERIA**

### **Qualifications and experience**

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of three years of experience as a pharmacist. Previous experience in the provision of hospital pharmacy services (e.g. clinical trials services, aseptic manufacturing, dispensary or clinical pharmacy) and a post-graduate qualification relevant to pharmacy are highly desirable.

### **Technical/Professional Knowledge and Skills**

- Sound knowledge of clinical pharmacy and pharmacotherapy and a demonstrated ability to apply this knowledge and promote quality use of medicines.
- Evidence of effective verbal and written communication skills.
- Demonstrated attention to details, and adherence to legal requirements and established standard operating procedures.
- Ability to utilise a range of computer skills (e.g. iPharmacy and Windows based applications).

### **Work Environment**

- Ability to organise and prioritise own workload in accordance with challenging and dynamic deadlines.
- Ability to work independently and with others.
- Flexibility and ability to adapt constructively within a busy and dynamic working environment.

### **Personal attributes**

- Ability to monitor, evaluate and modify own performance through reflective practice.
- Evidence of commitment to continuing professional development.

## **Interpersonal skills**

- Demonstrated ability to develop and empower others through supervision, modelling and training.

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management 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 colleague.
- You must ensure that the affairs of Grampians Health, 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 Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health we 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 Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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 annual performance review will occur with your Manager. 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.