

## POSITION DESCRIPTION – ALFRED HEALTH

<b>DATE REVISED:</b>	November 2018
<b>POSITION:</b>	<b>Intern Pharmacist</b>
<b>AWARD/AGREEMENT:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017 - 2021
<b>CLASSIFICATION TITLE:</b>	SQ1
<b>DEPARTMENT:</b>	Pharmacy
<b>EDUCATIONAL PROGRAM:</b>	Pharmacy Internship
<b>DIVISION:</b>	Medical Services
<b>ACCOUNTABLE TO:</b>	Senior Pharmacist – Workforce and Development

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## ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

***At Alfred Health our purpose is to improve the lives of our patients and their families, communities and humanity.***

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

## PHARMACY DEPARTMENT

The Pharmacy services operate across all Alfred Health sites and are well recognised nationally and internationally for high quality, innovative, patient-focused services, education and training programmes as well as significant research output.

Clinical pharmacy services are aligned with the Alfred Health clinical program structure. Clinical pharmacists are attached to medical units and work alongside medical, nursing and allied health teams to achieve the best medication outcomes for patients. Each team of clinical pharmacists is supported by a Senior Clinical Pharmacist team leader who has expertise in the speciality. This unit and team based structure underpins the excellence in patient care of our clinical pharmacy services.

The service has 3 key priorities:

- Medication Safety
- Cost effective use of medicines
- Delivery of specialist pharmacy expertise at critical points in the patient care pathway

Further information is available at [www.alfredpharmacy.org.au](http://www.alfredpharmacy.org.au)

## PHARMACY INTERNSHIP

The Pharmacy Department at Alfred Health provides a comprehensive and modern intern training program at one of Australia's most renowned clinical pharmacy services. Intern Pharmacists complete a period of supervised practice (internship) and train in a department which is at the leading edge of pharmacy practice, side-by-side with some of Australia's most advanced clinical pharmacists.

The Intern Pharmacist is responsible for fulfilling requirements as prescribed by the Pharmacy Board of Australia as well as the Alfred Health Pharmacy Department. The Intern Pharmacist will be expected to rotate through multiple pharmacy areas during the supervised practice period and contribute to optimal patient care through the provision of pharmacy services.

Further information is available at <http://www.pharmacyboard.gov.au/Registration/Internships.aspx>

## DIRECT REPORTS

- No direct reports

## KEY RESPONSIBILITIES

### Supervised Practice

- The Intern Pharmacist is to work under the direct supervision of their supervising pharmacist (the preceptor or another supervising pharmacist who holds general registration) at all times during their internship.
- All clinical documentation is to be signed-off by the supervising pharmacist until registered as a pharmacist.
- Clinical and process issues are to be appropriately escalated to the supervising pharmacist or Senior Pharmacist – Education.

### Alfred Health Intern Training Program

- Complete an accredited Intern Training Program in parallel to their Alfred Health Intern Training Program.
- Attend general department orientation as well as clinical orientation to develop essential skills in basic clinical pharmacy processes.
- Rotate through and contribute to the provision of pharmacy services in clinical (core and elective), medicines information, and operational (dispensaries and aseptic preparations) areas.
- Ensure that an Intern Pharmacist Feedback form is completed at the end of each rotation.
- Work with an allocated research mentor to contribute toward a research project and governance in a specified portfolio area.
- Work with an allocated supervisor to ensure adequate progression through the internship as well as registration exam preparation.
- Attend and contribute to the weekly Intern Tutorial Program.
- Participate in scheduled, simulated, practice registration exams.
- Take an active responsibility in learning and development (work-based and after-hours).
- Provide valuable feedback about the Alfred Health Intern Training Program.
- Assist with education of other staff as required (i.e. undergraduate experiential placement students, pharmacy technicians).

### Clinical Practice and Service Provision

Under direct supervision:

- Provision of regular activities of a clinical pharmacy service to a Directorate or specific service as detailed in the Clinical Pharmacy Service Scope of Practice.
- Support other members of the organisation on prescription safety and medicines management.
- Regularly participate in multidisciplinary team meetings and/or ward rounds to review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy and tolerability).
- Review and advise on the management of patients receiving complex pharmacological treatments.
- Provide educational meetings/training and awareness sessions for career and user groups on the best use of medicines within the organisation and where appropriate other groups outside of the organisation.
- Provide education to patients and carers on the best use of their medicines, on an individual basis, to achieve informed consent and the most appropriate use of their medication.
- Undertake the answering of medicines information queries in response to patients, carers and all healthcare staff within the organisation.

## **Policies and procedures**

- Ensure compliance with pharmacy and hospital procedures including but not limited to Drug Formulary, Drug Guidelines and medication chart, prescription and activity documentation.

## **Quality Improvement**

Under direct supervision:

- Identify and introduce new practices and initiatives.
- Contribute to the strategic plan for pharmacy services which addresses Hospital priorities, with regard to clinical education.
- Support Alfred Health in controlling risks associated with medicines use and clinical pharmacy practice.

## **Research and Audit**

- Development and contribution to a practice based research program relevant to the pharmacy, Directorate or Service.
- Present advances in practice at appropriate pharmacy and medication forums.
- Critically appraise medical literature to enable the translation of research findings into practice.

## **General**

- Attend Pharmacy Department and allocated team meetings as required.
- Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.
- Participate in weekend and public holiday services according to department roster.
- Maintain and document ongoing CPD at a level applicable to the post and in line with registration requirements.
- Practice within the Code of Ethics of the Society of Hospital Pharmacists of Australia.
- Attend and actively contribute to the pharmacy department meetings and educational forums.
- Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met.
- Practice as detailed in the various hospital policies and procedures.
- Participate in the pharmacy department and Alfred Health quality management programs.

**In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.**

## **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

## **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF**

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

## **KEY CAPABILITIES AND VALUES**

### **Capabilities**

#### Skills:

- Ability to work as part of a team
- Ability to prioritise work
- Ability to work to deadlines
- Demonstrated knowledge in pharmacotherapeutics
- Ability to search and analyse medical and paramedical literature
- Advanced presentation and writing skills
- Ability to liaise with individuals from other departments including medical, nursing and administrative staff
- Ability to communicate in spoken and written English
- Excellent computer skills

#### Core attributes:

- Leadership and commitment to clinical education
- Commitment to patient care
- Customer focused
- Courtesy, reliability and thoroughness
- Motivated, enthusiastic and initiative
- Commitment to continuing education and professional development
- Attention to detail and accuracy

### **Values**

#### **Values**

Values and beliefs consistent with those of Alfred Health which are

- Patients are the reason we are here – they are the focus of what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom.
- Safety and care of patients and staff are fundamental.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- How we do things is as important as what we do.
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We share ideas and demonstrate behaviours that inspire others to follow.

## **QUALIFICATIONS / EXPERIENCE REQUIRED**

#### Qualifications:

- Completion of approved pharmacy degree as determined by the Pharmacy Board of Australia.
- Hold provisional registration with AHPRA, and have both preceptor and supervised practice arrangements approved by the Pharmacy Board of Australia.
- Enrol in an Intern Training Program with an accredited provider.

#### Experience:

- Community pharmacy experience desirable
- Hospital pharmacy experience desirable
- Proven ability to work effectively in a team

**Position Description authorised by: Lead Pharmacist – Workforce and Development**

**Date: November 2018**