

Position Title:	Dispensary Pharmacist		
Department:	Pharmacy	Cost Centre:	N0003
Enterprise Agreement:	Victorian Public Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2026		
Classification	Pharmacist Grade 1/Grade 2		
Reports To:	Dispensary Manager		
Infection Control Risk Category:	Category B – Indirect Patient Contact		

Primary Purpose

To provide pharmacy services to ensure safe, appropriate and efficient drug use within South West Healthcare (SWH) and on transfer to the community setting.

Accountabilities and Key Results Areas

Essential functions:

- Dispensing of inpatient, outpatient, and discharge prescriptions, including preparation of patient medication lists (medication profiles) and medication counselling, if applicable.
- Provision of clinical pharmacy services including medication reconciliation, drug use evaluation, resolving medication related issues, medicines information and patient counselling. This may include medication review and preparation of a medication management plan (MMP) for referred patients.
- Receipt into Pharmacy, as well as supply and delivery to wards of Controlled Substances (Schedule 8).
- Preparation of patient medication lists (medication profiles) to provide to patients and their general practitioners.
- Participate in educational and training opportunities for pharmacy dispensary staff and supervision and training of relevant staff members (including students, interns, and pharmacy technicians).
- Provision of medicines information where required.
- Manufacture products if deemed necessary.
- Assist team members in delivering a pharmacy service
- Ensure all work is complete accurately on time and in accordance with South West Healthcare policies and procedures.
- Help maintain the controlled drugs and drugs of dependence inventory according to legislation and SWH policies.

Other duties as directed, including:

- Maintain records and workload statistics.
- Taking payments for medication.
- Ordering of stock and general maintenance of the dispensary.
- Perform other duties as delegated by the Dispensary Manager.

South West Healthcare reserves the right of amendment, addition, or deletion to this position description as it considers necessary to serve the best interests of the organisation.

Generic Responsibilities and Accountabilities

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
 - Employment principles and Code of Conduct

- Fire, disaster and other emergency procedures
- Smoke Free Campus policy
- Risk Management policies and guidelines
- Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses, Hand Hygiene and Manual Handling.
- Respect the rights of individuals.
- Provide a child safe environment.
- Maintain a current Immunisation status in alignment with South West Healthcare’s Immunisation policy.
- Maintain a current and clear Criminal History Check (Police Check), Working With Children Check and NDIS Worker Screening Check where applicable.
- Promote the organisation in a positive manner.
- Participate as a cohesive member of the South West Healthcare team.
- Participate in Continuous Quality Improvement within the organisation.
- Accept responsibility for your own personal belongings.
- Respect and appropriately care for the organisation’s property and equipment.
- Participate in an annual Staff Development Review.

Key Relationships

Internal:	All staff, in particular nursing and medical staff
External:	Patients, community pharmacies and general practitioners

Position Impact

Direct Reports:	N/A
Budget:	N/A

Selection Criteria:

Essential

- Current registration as a pharmacist with AHPRA (or pending registering prior to commencement)
- Excellent written and verbal communication skills.
- Ability to work in a multidisciplinary team environment.
- Ability to perform under pressure, to meet time constraints and determine work priorities.

Desirable

- Relevant post graduate qualification.
- Demonstrated commitment to the development of the profession through involvement in relevant pharmacy organisations (e.g. SHPA, PSA, ACP, AHP) or participation in relevant groups.
- Hospital pharmacy experience.

Approvals

Employee Signature:		Date:	
Manager’s Signature:		Date:	