

<b>Position Title:</b>	Clinical Informatics Pharmacist – Grade 3		
<b>Department:</b>	Pharmacy	<b>Cost Centre:</b>	N0003
<b>Enterprise Agreement:</b>	Medical Scientists, Pharmacists and Psychologists (Public Sector – Victoria) Enterprise Agreement 2021-2025		
<b>Classification</b>	Grade 3		
<b>Reports To:</b>	Director of Pharmacy		
<b>Infection Control Risk Category:</b>	B		

## Primary Purpose

To work with the Director of Pharmacy and other Pharmacy staff members to enable the Pharmacy Department to maintain a high level of quality service excellence to South West Healthcare, through maintaining pharmacy systems and maintaining quality activities.

## Accountabilities and Key Results Areas

To be successful in this role your key accountabilities will be to:

- Maintain iPharmacy, Charm and GuidanceMS software
- Liaise with regional sites as needed
- Participate in the analysis and implementation of eMedication Management at South West Healthcare.
- Manage and implement transition to international drug names, and update drug names in the affected areas, including:
  - iPharmacy
  - Charm
  - SWH policy and procedure manuals
  - Guardrails® dataset on Alaris pumps
- Conduct audits on the SWH medication management system, in order to meet NSQHS Standard 4 – Medication Safety.
- Develop and maintain SWH Pharmacy medication policies, and review regularly for relevance of current practice, and alignment with dataset on Alaris pumps.

The position would suit a self-directed, experienced pharmacist with extensive experience within the hospital pharmacy system. The candidate will have strong knowledge of computer systems used in the Pharmacy Department at South West Healthcare, including (but not limited to) iPharmacy, Charm, and Guardrails®.

Ideally, the candidate will have a strong knowledge of legislation relevant to Pharmacy, and how these requirements form the basis of these systems.

Particular duties involve the day to day maintenance of iPharmacy, and being the primary focus point to resolve issues. A core role of this position is maintaining SWH medication policies, and conducting periodic audits as determined by the Director of Pharmacy and the Medication Safety Committee.

## 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:

1.
  - 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
2. Employment principles and Code of Conduct

- Fire, disaster and other emergency procedures
  - Smoke Free Campus policy
  - Risk Management policies and guidelines
  - Consumer Participation Strategy
- 3.
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
  - Current Immunisation status in alignment with South West Healthcare’s Immunisation policy
  - Promote the organisation in a positive manner
  - Participate as a cohesive member of the health care team
  - Respect the rights of individuals
  - Provide a child safe environment
  - 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 South West Healthcare staff

**External:**

#### Position Impact

**Direct Reports:**

**Budget:**

#### Selection Criteria:

- Holds a recognised degree in Pharmacy from an approved tertiary institution.
- Preferably has at least 6 years experience in a broad range of Pharmacy services in the general hospital field, including the maintenance of clinical systems.
  - o Experience with the maintenance of iPharmacy, including uploading updates, crystal reports, working with iPharmacy vendor is essential.
  - o Experience with other IT systems commonly used e.g. Charm, Guardrails and Alaris pumps is strongly desired.
- Provide training to relevant staff in the management of these systems as appropriate, at the direction of the Director of Pharmacy.
- Has the ability to produce a service of excellence by use of Quality Improvement techniques.
- Is familiar with National Standards Accreditation requirements.
- Has well-developed interpersonal skills.

#### Approvals

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Manager’s Signature:</b>		<b>Date:</b>	