

<b>Position title:</b>	Intern Pharmacist
<b>Classification:</b>	SQ1
<b>Reports to:</b>	Director of Pharmacy/Preceptor and Intern Pharmacist Education Coordinator
<b>Department:</b>	Pharmacy

## About Monash Health

Monash Health is Victoria's largest and most comprehensive health service. For more than 170 years, Monash Health and its predecessors have provided safe, high-quality healthcare for people at every life stage.

With 25,500 employees, we provide care to south-eastern metropolitan Melbourne and rural Victoria from over 40 locations, via telehealth, within local communities and in people's homes. Each year:

- We provide more than 3.6 million episodes of care to our community,
- More than 293,000 people are admitted to our hospitals,
- Close to 250,000 people receive care at our three emergency departments,
- We respond to more than 65,000 ambulance arrivals,
- We perform more than 55,000 surgical procedures, and
- We deliver more than 10,000 babies.

As an equal opportunity employer, we are committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all. Monash Health is also committed to the Child Safe Standards

## Job summary

### Purpose

- To actively participate in a structured, formalised and supported intern training program over 12 months
- During the Intern Pharmacist training year, the intern pharmacist will be required to undertake allocated tasks and assessments under pharmacist supervision. These activities are designed to enable the intern pharmacist to develop the knowledge and skills required to become an entry level hospital pharmacist at the completion of their intern pharmacist training year.

### Key result areas

- Complete all allocated training and service delivery tasks within the pharmacy department and patient care areas within their scope of practice under supervision requirements

- Complete all allocated training tasks required by Monash University through the Intern Pharmacist Training Program (ITP) and the Intern Pharmacist Foundation Program (IFP)
- Attend pharmacy intern training lectures/ tutorials and relevant meetings
- Comply with all legislative, Australian Health Practitioner Regulation Agency (AHPRA) and Pharmacy Board of Australia/Victorian Pharmacy Authority requirements
- Ensure Monash Health's iCARE values and code of conduct, policies and procedures , best practice and professional standards and legislative requirements are promoted and complied with

## Scope

### Key internal relationships:

- Intern Pharmacist Education Coordinator
- Assistant Deputy Director of Pharmacy – Education, Research and Hospital in the Home
- Pharmacy Leadership Team members, including Director of Pharmacy/Preceptor
- Clinical supervisors across Monash Health sites
- Pharmacy staff across all service areas
- Medical, nursing and midwifery and other Monash Health team members

### Key external relationships:

- Patients, clients and carers
- Monash University representatives through the work submitted through the ITP and IFP
- AHPRA representatives through the submission of a record of required training hours and the completion of registration requirements

## Responsibilities

### Specific to this position

- To develop skills and gain experience (under supervision) in the following areas of practice as part of a structured 12 months training program:
  - Prepare, dispense and supply medicines
  - Review and interpret medication prescriptions for patient safety and appropriateness
  - Provide education and advice to patients about their medicines and continuity of care
  - Compound both aseptic and non-aseptic medicines
  - Provide medicines information by answering questions/requests of healthcare professionals, patients and carers
  - Participate in Quality Use of Medicines/Assurance and Medication Safety activities
  - Participate in the training with pharmacy staff, students, intern pharmacists and health care professionals
  - Comply with legislative requirements and work within scope of practice
  - Maintain a safe and clean working environment by complying with procedures, guidelines, and regulations
  - Protect themselves, patients and staff by adhering to Monash Health Infection Control requirements
  - Undertake all duties abiding by Occupational Health and Safety requirements and Monash Health policy and procedures with respect to Safety and Quality and Risk Management
- The following responsibilities/ accountabilities deliver our National Standards.
  - Carry out compliance and improvement against the key elements of quality and safety
  - Be responsible for quality of care at point of care.

### Financial Management

- Ensure that there is financial responsibility and accountability across the functions under the position's control and develop and implement financial strategies that will ensure budgetary targets and key performance indicators are

met.

## People

- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Monitor the operations and continuous improvement of the Monash Health Occupational Health and Safety Management System within area of responsibility and provide a safe and positive workplace.
- Complete all necessary personal training and professional development requirements.
- Participate in professional development discussions with your manager and complete all mandatory training and compliance activity.

## Person Specification

### Qualifications/ Registrations/ Licenses (*italics indicated desirable*)

- Registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)/ Pharmacy Board as a Pharmacist Intern (provisional registration).
- Working with Children Check
- Undertake the Monash University ITP (required) and the Monash University IFP (optional, highly recommended) during the intern pharmacy year.

### Technical Skills/ Knowledge / Experience

- Well-developed written and verbal communication skills.
- Proactive, constructive and creative approaches to problem solving for individual patients and service development.
- Works well and effectively with peers, preceptors and supervisors showing flexibility and adaptability.
- Commitment to continued professional development and education.

### Capabilities

Refer to Monash Health's Capability Framework

- Is consistent, reliable, approachable and build healthy working relationships
- Work in a respectful, friendly, courteous and professional manner with all interactions
- Ability to work collaboratively within Pharmacy and across all disciplines to improve outcomes.
- Offers to help others in achieving common goals
- Maintains ongoing communication with others to ensure a 'partnership approach' to goal achievement
- Takes time to understand and address others' requests
- Considers the impact of own actions on others
- Presents opinions, ideas and/or facts clearly with enthusiasm
- Strives to deliver quality, timely patient/client service
- Works effectively with a diverse range of people
- Helps others feel welcome and included
- Deals constructively with setbacks, mistakes and/or feedback provided
- Has a realistic view of own strength and weaknesses
- Measures own improvement in performance against learning undertaken
- Has a positive 'can do' attitude
- Regularly seeks feedback both informal and formal on progress and performance
- Takes pride in managing own time and resources effectively
- Consistently delivers high quality, best practice care – even under time pressures

## Other position requirements

- As we support a culture of safety through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health. Applicants who are new to Monash Health must provide evidence of immunisation before they can receive an offer of employment
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working with Children Check
- Applicants who are new to Monash Health will be required to enter into an Employment Agreement before commencement
- Attend and participate in Monash Health's induction program and participate in specified Pharmacy mandatory and role specific competencies
- Ability to work across all Monash Health sites as per Monash Health Pharmacy intern training program requirements

## Our values

- **Integrity:** Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution-focused, seeks out opportunities, embraces quality improvement, professionalism

## Our guiding Principles

1. We consistently provide safe, high quality and timely care
2. We provide experiences that exceed expectations
3. We work with humility, respect, kindness and compassion in high performing teams
4. We integrate teaching, research and innovation to continuously learn and improve
5. We orientate care towards our community to optimise access, independence and wellbeing
6. We manage our resources wisely and sustainably to provide value for our community

## Document approval

**Approved by:** Sue Kirsas, Director of Pharmacy

**Department:** Pharmacy

**Date:** April 2024