

# Position Description

<b>POSITION TITLE:</b>	Intern Pharmacist	<b>DIVISION:</b>	Chief Medical Officer
<b>REPORTS TO:</b>	Lead Pharmacist – Pharmacy Workforce Development Intern Preceptor – Pharmacy Workforce Development	<b>DIRECT REPORTS:</b>	None
<b>ENTERPRISE AGREEMENT:</b>	Medical Scientists, Pharmacists and Psychologists Enterprise Agreement 2021 - 2025	<b>CLASSIFICATION:</b>	SQ1
<b>APPROVED:</b>	Director of Pharmacy	<b>APPROVAL DATE:</b>	01/06/2021
<b>PRIMARY OBJECTIVE:</b>			
Contributing to optimum patient care by undertaking the functions of a pharmacist within the scope and responsibilities of an intern pharmacist and the framework of the services provided by the department.			
<b>PRIORITIES</b>		<b>VALUES</b>	
<b>OUR VISION</b> <i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i> <b>OUR PURPOSE</b> <i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i> <b>Strategic Priority 1:</b> Deliver Best Care <b>Strategic Priority 2:</b> Invest to improve <b>Strategic Priority 3:</b> Ensure Our Future		<b>RESPECT</b> We RESPECT the people we connect with <b>COMPASSION</b> We show COMPASSION for the people we care for and work with <b>COMMITMENT</b> We are COMMITTED to quality and excellence in everything we do <b>ACCOUNTABILITY</b> We take ACCOUNTABILITY for what we do <b>INNOVATION</b> We drive INNOVATION for better care	



POSITION DIMENSION & DECISION MAKING AUTHORITY:		KEY COMMUNICATION CONTACTS (INFORMED):	
<p>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.</p> <p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> <li>• Ensure compliance with pharmacy and hospital procedures including but not limited to Drug Formulary, Drug Guidelines and medication chart, prescription and activity documentation.</li> <li>• Attend pharmacy Department meetings, allocated team meetings and educational forums as required.</li> <li>• Maintain and document ongoing CPD in line with registration requirements.</li> <li>• Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met.</li> </ul>		Purpose/Frequency of Contact	Contact/Organisation
		Senior Pharmacist – Education and Training (AHPRA Intern Preceptor)	Informal daily to weekly contact as required for general support and guidance. Formal meetings at 13, 26 and 48 weeks to assess intern progress. Any performance management issues identified will be managed separate to above. Completion of IFP assessments as appropriate.
		Intern Co-ordinator	
		Pharmacist Supervisor	Daily to receive guidance and direction on patient care; to ensure patient care requirements are met and are safe; to contribute to effective team outcomes.
		Other health professionals	Daily to ensure quality patient care is delivered at all times.
		Relatives and friends of patients	As required with consent of patient to inform of patient wellbeing.

KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Nationally approved Intern Training Program (ITP)	<ul style="list-style-type: none"> <li>• Enrol in the ITP</li> <li>• Complete all activities as required by the ITP provider</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory completion of ITP in order to apply for general pharmacist registration</li> </ul>
Departmental intern training program	<ul style="list-style-type: none"> <li>• Participate and assist in the intern training program.</li> <li>• Rotate through and contribute to the provision of pharmacy services in clinical (core and elective), medicines information, and operational (dispensaries and aseptic preparations) areas.</li> <li>• Attending and presenting at weekly intern tutorials.</li> <li>• Work with allocated supervisors to ensure adequate progression through the internship.</li> <li>• Participate in practice registration exams.</li> <li>• Take an active responsibility in learning and development (work-based and after-hours).</li> <li>• Provide valuable feedback about the Barwon Health Intern Training Program.</li> <li>• Contribute toward a research project and governance with allocated supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance and contribution at tutorials</li> <li>• Progression of clinical skills in line with Entrustable Professional Activities milestone set throughout the year</li> <li>• Rotational supervisor evaluation</li> <li>• Satisfactory completion of practice examination</li> <li>• Satisfactory completion of formal assessments</li> <li>• Completion of research project</li> </ul>



Clinical and Outpatient Pharmacy Practice	<ul style="list-style-type: none"> <li>• Provision of regular activities of a clinical pharmacy service as detailed in organisational guidelines.</li> <li>• Support other members of the organisation on prescription safety and medicines management.</li> <li>• Review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy and tolerability).</li> <li>• Provide education to patients and carers on the best use of their medicines.</li> <li>• Answer medicines information queries in response to patients, carers and healthcare staff within the organisation.</li> <li>• Assist in the manufacturing of extemporaneous products.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily supervised practice of all activities</li> <li>• Regular assessment of activities</li> <li>• AdPha Standards for Clinical and Outpatient Pharmacy Services</li> <li>• Departmental Key performance Indicators including Risk Mans, MMP completion rates etc.</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>• Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained</li> <li>• Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department</li> <li>• Ensure patient information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation audits</li> </ul>
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> <li>• Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service</li> <li>• Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan</li> <li>• Assist in the planning, development and implementation of OHS measures</li> <li>• Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements</li> <li>• Ensures that mandatory OHS training is kept up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of compliance with OHS policies and procedures</li> <li>• Participation in team meetings where key OHS issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using RiskMan</li> <li>• Maintains compliance with mandatory OHS training requirements</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours</li> <li>• Undertake special projects or reports required by the Manager on a wide range of issues</li> <li>• Report all incidents through the incident management system</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Complete mandatory training and education</li> <li>• Comply with relevant Barwon Health policies and procedures</li> <li>• Participate in quality improvement activities</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Barwon Health values modelled at all times</li> <li>• Professional Development Review</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with Barwon Health policies and procedures</li> <li>• Adherence with Child Safe Standards</li> <li>• Active participation in required quality improvement activities</li> </ul>



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: <a href="#">Leadership Capabilities - Leading Self</a>			
AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<b>Builds and maintains resilience:</b> <ul style="list-style-type: none"> <li>Monitors own emotional reactions when under pressure</li> <li>Focuses on the positives in difficult situations</li> <li>Bounces back from setbacks</li> </ul>	<b>Communicates clearly:</b> <ul style="list-style-type: none"> <li>Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy</li> <li>Has the courage to respectfully have 'difficult' conversations</li> <li>Discusses issues thoughtfully without getting aggressive</li> </ul>	<b>Works in teams:</b> <ul style="list-style-type: none"> <li>Works cooperatively with others to achieve shared objectives</li> <li>Contributes to maintaining an environment of trust</li> </ul>	<b>Supports a shared purpose:</b> <ul style="list-style-type: none"> <li>Understands <a href="#">Barwon Health's mission, vision and values</a> and can explain how they are relevant to work</li> <li>Holds self and others responsible for achieving results</li> </ul>
<b>Demonstrates commitment to personal development:</b> <ul style="list-style-type: none"> <li>Evaluates own strengths and areas for development</li> <li>Seeks feedback from others on own performance and development</li> <li>Seeks development opportunities</li> </ul>	<b>Listens, understands and adapt to others:</b> <ul style="list-style-type: none"> <li>Listens actively to others</li> <li>Focuses on gaining a clear understanding of others' comments by asking clarifying questions and reflecting back</li> </ul>	<b>Develops others:</b> <ul style="list-style-type: none"> <li>Recognises and praises others for their contributions and accomplishments</li> <li>Provides respectful and timely feedback to others</li> </ul>	<b>Displays openness to change:</b> <ul style="list-style-type: none"> <li>Responds in a positive and flexible manner to change and uncertainty</li> <li>Listens with an open mind to others when they propose new solutions and different ways of doing things</li> </ul>
<b>Exemplifies personal integrity and professionalism:</b> <ul style="list-style-type: none"> <li>Acts in alignment with the <a href="#">Barwon Health Values</a> and <a href="#">Code of Conduct</a> at all times</li> <li>Reports instances where the behaviours of others are inconsistent with the <a href="#">Barwon Health Values</a> and <a href="#">Code of Conduct</a></li> </ul>	<b>Influences positive outcomes:</b> <ul style="list-style-type: none"> <li>Provides ideas and information to individuals and in group discussions, in keeping with the <a href="#">Barwon Health Values</a></li> </ul>	<b>Values individual differences and diversity:</b> <ul style="list-style-type: none"> <li>Recognises the positive benefits of diversity</li> <li>Is sensitive to culture norms and expectations</li> <li>Puts themselves in others' shoes to accept and value different perspectives</li> </ul>	<b>Takes accountability for achieving quality and excellence:</b> <ul style="list-style-type: none"> <li>Establishes and maintains effective consumer relationships</li> <li>Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress</li> <li>Shows initiative</li> </ul>



## KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

### QUALIFICATIONS -

#### ESSENTIAL:

- Eligibility to the Victorian Hospital Pharmacy Intern Program as governed by Advanced Pharmacy Australia (AdPha) <https://adpha.au/workforce-research/early-career-pharmacists/vic-intern-program>
- Completion of approved pharmacy degree as determined by the Pharmacy Board of Australia.
- Eligible for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) by commencement of employment
- Enrol in an Intern Training Program with an accredited provider

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### DESIRABLE:

- Effective and courteous communication
- Demonstrated ability to work as an effective team member
- Attention to accuracy and detail
- Self-directed learning ability

*This role must be fully vaccinated for Covid-19 and meet the requirements of the Barwon Health immunisation policy.*



**OUR VALUES /** RESPECT / COMPASSION / COMMITMENT / ACCOUNTABILITY / INNOVATION