

PENINSULA HEALTH

POSITION DESCRIPTION

Position Title: Pharmacy Intern (12 months)

Cluster: Operations – ED, ICU, Diagnostics and Pharmacy

Location: Based at Frankston Hospital but may be required to work across all sites

Agreement: Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025

Hours: As per contract

Operationally Reports to: Senior Pharmacists and Pharmacy Manager

Professionally Reports to: Director of Pharmacy

OVERVIEW OF PENINSULA HEALTH

Peninsula Health is the major metropolitan health service for Frankston and the Mornington Peninsula. We care for a population of 300,000 people, which swells to over 400,000 people during the peak tourism seasons between December and March.

We care for our community across the life continuum from obstetrics, paediatrics, emergency medicine, intensive care, critical care, surgical and general medicine, rehabilitation, and oncology, through to aged care and palliative care. We also provide extensive services in community health, health education and promotion, ambulatory care, and mental health.

Peninsula Health has over 6000 staff and 750 volunteers. We have undergone significant growth and transformation in recent years and are recognised as a leading metropolitan health service and major teaching and research hospital.

Our vision is to provide exceptional health and community care and our purpose is to work together to build a healthy community.

OUR VALUES

Our values are at the core of everything we do. In representing Peninsula Health, we expect all employees and volunteers to:



BE THE BEST

We strive for excellence in all that we do.



BE A ROLE MODEL

Together, our behaviours build our culture.



BE OPEN AND HONEST

We are transparent, accountable and innovative.



BE COMPASSIONATE AND RESPECTFUL

We embrace diversity, advocate and care for our consumers, support our peers and grow our teams in a safe, kind and meaningful way.



BE COLLABORATIVE

Our impact is better and stronger when we are inclusive and engaging of a broad network of people.



POSITION SUMMARY

Peninsula Health Pharmacy Department offers a 12-month Pharmacy Internship program. The internship program provides hospital pharmacy training and allows the application and consolidation of the academic knowledge with real-life practice experience.

KEY RESPONSIBILITIES

Supervised Practice

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

Peninsula Health Intern Training

- Complete an accredited Intern Training Program in parallel to their Peninsula Health Intern Training Program.
- Attend intern orientation to develop essential skills in basic clinical pharmacy processes.
- Attend Pharmacy Department and allocated team meetings when required.
- Rotate through all sites and contribute to the provision of pharmacy services in clinical, quality use of medicines, and operational (dispensaries and sterile preparation) areas.
- Ensure that an Intern Pharmacist feedback form is completed at the end of each rotation.
- If intern participates in Intern Foundation Program (IFP) a requirement exists to conduct a research project (from ethics to poster and/or publication) with guidance by a research supervisor in accordance with local ethics and research guidelines.
- Attend and contribute to the weekly Intern clinical/OTC Tutorials.
- 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 Peninsula Health Intern Training Program.
- Assist with education of other staff as required (i.e. undergraduate experiential placement students, pharmacy technicians).

KEY RESULTS AREAS/MAIN PRIORITIES

OPERATIONAL/CLINICAL PERFORMANCE

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.

PROMPT doc no: 27336 Version: 1		
First created: August 2020	Page 1 of 1	Last reviewed: April 2024
Version changed: April 2024	UNCONTROLLED WHEN DOWNLOADED	Next review: April 2025

- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc) and actively promote compliance to any such standards and legislation.
- Complete all mandatory training by the due date.
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.
- The advanced scope of practice, such as Pharmacist-initiated E-script Transcription Service (PETs) or Partnered Pharmacist Medication Charting (PPMC) requires additional training and credentialing as well as significant professional experience and competency development. These activities are outside the scope of an intern pharmacist.

Under Supervision of a registered pharmacist:

- Culturally appropriate medicine information counselling relevant to the needs of the patients or carers.
- Conduct medication order reviews to optimise a patient drug therapy, ensuring appropriate drug, dose, dosage form and duration of therapy for patients.
- Consistently, understand, apply and interpret clinical information from the medical record, medication interview and order review, laboratory data to determine priorities for therapy and monitor and review outcomes of therapy.
- Participate and actively contribute in ward rounds.

BE COMPASSIONATE AND RESPECTFUL

- Communicate and work effectively with colleagues and patients.
- Actively promote medication safety.
- Consider the need of the consumers, particularly, patients and carers, fellow health professionals and pharmacy staff.
- Appreciate and respond to the need of consumers. Recognise, respond and escalate changes in the patient's condition.

BE THE BEST

- Learn and establish high standard of clinical pharmacy skills and quality use of medicines for all consumers (patients, clients and residents).
- Participate actively in the intern training program, PH Pharmacy Department intern training and by other recognised organisations, e.g. Monash University, PSA and SHPA.
- Participate in continuing education lecture programs such as those run by SHPA, PSA etc.
- Participate in relevant pharmacy department Key Performance Indicators and endeavour to maintain performance at target levels.

BE COLLABORATIVE

- Under direct supervision, liaise with medical, nursing and allied health staff to ensure optimal standards of patient care in the most efficient and cost-effective manner.
- Participate in quality activities and research projects.
- Ensure Peninsula Health's policies and procedures are adhered to.
- Perform function in accordance with Legislation affecting clinical practice.
- Ensure efficient and effective usage of all resources.

PROMPT doc no: 27336 Version: 1		
First created: August 2020	Page 1 of 1	Last reviewed: April 2024
Version changed: April 2024	UNCONTROLLED WHEN DOWNLOADED	Next review: April 2025

- Any other duties appropriate to the position and qualifications as delegated by the Director, Associate Director of Pharmacy, or the intern preceptor

PENINSULA HEALTH VALUES

- Display the Peninsula Health values when carrying out duties and in all dealings with patients, consumers, clients, volunteers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces diversity.

CONSUMER FOCUS AND PERSON CENTRED CARE

- Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.
- Demonstrate a commitment to the patient ‘Charter of Healthcare Rights.’
- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.
- Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.

QUALITY AND SAFETY

- Ensure patient and consumer safety and quality of care is the highest priority.
- Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.
- Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers and colleagues.
- Ensure direct support workers are compliant with The Disability Worker Exclusion Scheme, which aims to strengthen the protections and safeguards for people with a disability.
- Ensure any hazards or incidents identified are reported promptly and that risk controls are implemented to eliminate/reduce risks and ensure the safety of staff as well as others.
- Actively participate in workplace health and safety initiatives and consult with colleagues and management in relation to issues that impact on the safety of the workplace.
- Comply with all Policies and Procedures, including the ‘Hand Hygiene’ Policy, ‘Smoke Free Work Environment’ policy and clinical/operational practice guidelines.
- Maintain confidentiality as per Peninsula Health policies and procedures and in accordance with relevant privacy and health records legislation.
- Actively involve patients, consumers and/or carers in quality and safety improvement activities.
- Maintain up-to-date immunisation status related to own health care worker category.
- Ensure that the principles of general and patient manual handling are adhered to.
- Staff in patient facing roles are required to wear Personal Protective Equipment (PPE) in line with organisational infection prevention requirements.

PROMPT doc no: 27336 Version: 1		
First created: August 2020	Page 1 of 1	Last reviewed: April 2024
Version changed: April 2024	UNCONTROLLED WHEN DOWNLOADED	Next review: April 2025

- Complete mandatory Electronic Medication Management (EMM) training.
- Ensure compliance with relevant legislation and Peninsula Health Policy on medication management and medication safety and, work in partnership with patients, consumers and colleagues to promote medication safety.
- Allied health clinicians are accountable for making clinical judgements about their own practice and operating within their own capacity and scope of practice. This must be conducted in accordance with Peninsula Health Policies and Clinical Practice Guidelines as well as discipline specific standards, policies, guidelines and codes of practice.

PEOPLE AND CULTURE

- Create and develop a positive working relationship with team and colleagues.
- Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.
- Actively participate in relevant professional development.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- 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.
- Eligible for funding under the state governments training and development grant requirements.
- Demonstrated ability to work as part of a team.
- Demonstrated ability to accept and carry out instructions.
- Demonstrated developed communication and liaison skills.

DESIRABLE CRITERIA

- A desire to work in hospital pharmacy in Victoria.
- Demonstrated knowledge in pharmacotherapeutics
- Communicates effectively both verbally and in written English
- Excellent computer skills
- Able to prioritise work
- Able to work as a team.

PROMPT doc no: 27336 Version: 1		
First created: August 2020	Page 1 of 1	Last reviewed: August 2024
Version changed: April 2024	UNCONTROLLED WHEN DOWNLOADED	Next review: April 2025

PERSONAL ATTRIBUTES

- **Customer focus** - Committed to delivering high quality outcomes for patients
- **Problem Solving** - Identify and propose practical solutions to problems
- **Detail focus** - Highlight practical considerations of plans and activities
- **Conceptual and analytical ability** - Uses analytical and conceptual skills to reason through problems.
- **Drive and commitment** - Sets high standards of performance for self and others.
- **Integrity** - Operate in a manner that is consistent with the organisations code of conduct
- **Initiative and accountability** - Takes responsibility for own actions
- **Time management skill** - Takes an organised, methodical approach to work.

PERFORMANCE APPRAISAL/REVIEW

1. Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the six month probationary period.
2. A Performance Development Review will be conducted on an annual basis.

POSITION DESCRIPTION AUTHORISATION

AUTHORISED BY (Relevant Director)	
NAME :	
SIGNATURE:	DATE:

I have read and confirm I understand the information above.

POSITION INCUMBENT NAME :	
SIGNATURE:	DATE:

PROMPT doc no: 27336 Version: 1		
First created: August 2020	Page 1 of 1	Last reviewed: April 2024
Version changed: April 2024	UNCONTROLLED WHEN DOWNLOADED	Next review: April 2025