Swan Hill District Health



Inclusive | *Compassionate* | *Progressive* | *Accountable*

Clinical Pharmacist

(Grade 1 or Grade 2)

Swan Hill District Health are seeking a permanent Clinical Pharmacist to join our progressive team and be part of the Mallee Clinical School. The Pharmacy provides proficient services to our catchment area and is looking to expand opportunities within the broader region. You will join our passionate and dedicated team. This position will see you working with a supportive and highly skilled team of pharmacists and pharmacy support staff to ensure optimal medication safety and service efficiency, whilst participating in innovative models of care and integrated approaches to medication safety and antimicrobial stewardship across sector services and in partnership with neighbouring hospitals and community partners. Training and education will be provided through formal and informal learning opportunities.

Primary responsibilities of this role include:

Reporting to the Director of Pharmacy, you will provide comprehensive clinical pharmacy services across inpatient, outpatient and dispensary settings. Your responsibilities will include:

- Providing ward-based clinical pharmacy services and medication reviews
- Reviewing medication orders and resolving medication-related issues
- Dispensing medications accurately and efficiently
- Providing medication counselling to patients and carers
- Participating in multidisciplinary ward rounds
- Supporting medication safety and Quality Use of Medicines initiatives
- Contributing to clinical audits and quality improvement projects
- Providing drug information to patients and healthcare professionals
- Supporting pharmacy students and interns through education and mentoring opportunities
- Working collaboratively within a highly supportive pharmacy team

We are looking for a Pharmacist with excellent clinical skills, pharmaceutical knowledge and high attention to details and full registration with AHPRA with no restrictions to scope of practice. Experience in hospital Pharmacy is highly desirable but not essential as training will be provided.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ Competitive Remuneration based on skills, knowledge and experience and salary packaging available
- ✓ ADO's each month (for full time employees)

Want More Info?
For enquiries or a copy of the Position Description, please contact Vijen Pilay, Director of Pharmacy on employment@shdh.org.au

Apply for this Position via our SHDH Website link: SHDH Apply for this Job providing:

- Completed Application for Employment Form
- Cover letter addressing the selection criteria (included in the Position Description on our website)
- Current Curriculum Vitae

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

This Position will remain Open until filled

Position:	**PHARMACIST**
Classification:	Pharmacist Grade 1 or 2
Department:	Pharmacy
Reports to:	Director of Pharmacy
Position Summary:	Provides clinical Pharmacy services and dispenses medication according to professional and legal guidelines.
Responsibilities:	**Dispensary** • Review medication orders for accuracy and clinical appropriateness. • Identify and resolve medication related problems with the prescriber before processing the medication order. • Timely and accurate dispensing of prescriptions for outpatients, inpatients and patients for discharge. • Counsel patients and/or carer on prescription and over the counter medications to ensure that the patient understands all information required for safe and proper use of medication. • Document clinical interventions in the patient's medical record as required. • Promote medication safety. • Promote rational, cost-effective drug therapy. • Provide drug information to health care professionals and to patients where appropriate. • Check accuracy for prescriptions filled by Pharmacy technicians. • Participate in quality use of medicines projects, audits and dispensary based quality assurance activities. • Perform assigned activities as directed by the Pharmacist-in-charge. • Applies evidence-based practice including in depth checking of all chemotherapy protocols, ensuring that treatment is appropriate and correctly funded, monitoring of biochemical parameters of patients and advice to healthcare staff on the management of adverse effects to ensure safe and effective treatment. **Ward Pharmacy Services** • Obtain an accurate medication history on patient admission. • Review National Inpatient Medication Charts • Assess and document adverse drug reactions. • Develop medication management plans. • Conduct therapeutic drug monitoring. • Participate in multidisciplinary ward rounds and meetings. • Provide drug information to health professionals. • Provide medication information to patients and/or carers. • Timely supply of medications. • Recording of clinical interventions as appropriate. • Facilitating the discharge process. • Check accuracy of dispensing processed by Pharmacy technicians. • Facilitate seamless transition between healthcare providers. • Participate in quality use of medicines projects and audits. • Promote medication safety. • Promote rational, cost-effective drug therapy.

	• Precept and mentor Pharmacy interns and students. • Perform assigned activities as directed by the Pharmacist-in-charge.
Key Selection Criteria	• General Registration with the Australian Health Practitioner Regulation Agency (AHPRA). • A Bachelor of Pharmacy Degree (or equivalent) from a recognised tertiary institution. • A commitment to Swan Hill District Health's values: Integrity, Accountability, Respect and Excellence; • Willingness to work effectively as a Pharmacy department team member. • Willing to use initiative to solve complex issues. • Well-developed written, oral and interpersonal communication skills. • Able to work in a multidisciplinary team environment. • Demonstrates a positive attitude and ability to work effectively as a Pharmacy department team member. • Patient and customer focused approach to work and service quality. • Reliable and show due care and attention to accuracy and detail. • Commitment to continuing education and professional development. • Excellent Computer skills. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.
Salary/Award:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Continuous Quality Improvement:	• Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Child Safety:	All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any

	breach of this standard will result in disciplinary action.
Our Purpose	**Connected Care / Best Experience** SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
Privacy and Confidentiality:	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of Performance Guidance and Development Plan on a yearly basis.
Previous Revision dates: **Current:**	March 2022 Dec 2025 July 2026
Managers Name:	Vijen Pillay , Director of Pharmacy
Managers Signature:	
Employees Name:	
Employees Signature:	

Swan Hill District Health
Connected Care. Best Experience.

APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for	

General Information

Name			
Address			
Contact	**Home phone**	**Mobile**	**Email**

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident? ☐ Yes ☐ No Date of Grant _____

If no, what is your current Visa Status – Visa type _____ Expiry date _____

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.)*
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013,* you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:
Email address: employment@shdh.org.au
Phone: 03 50339315
Postal Address: PO Box 483 SWAN HILL VIC 3585