



POSITION DESCRIPTION

Position Title:	Casual Pharmacist
Department:	Pharmacy
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Pharmacist Grade 2
Vaccination risk category:	A
Award:	Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
Employment status:	Casual
Hours:	As required

Position reports to:	Allied Health and Integrated Care Manager Permanent Senior Pharmacist
Key relationships:	Other Pharmacists, Executive Management, Nursing Team, Medical Team, Multidisciplinary Team

POSITION PURPOSE

The casual pharmacist is responsible for the provision of flexible, comprehensive pharmacy services at the War Memorial Hospital consistent with Uniting, NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards.

POSITION OBJECTIVES

- Provide high quality and client focused pharmacy services to War Memorial Hospital
- Dispensing and distribution of inpatient and discharge medications in accordance with NSW Health policy
- Counsel and educate patients and/or their carers regarding their medications
- Manage the procurement and storage of medications in accordance with legal requirements as required
- Contribute to medication safety and education initiatives across the campus

War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

KEY RESPONSIBILITIES

Financial management & awareness:

- Provide financial reports and statistics as required
- Displays an appropriate level of financial stewardship in the delivery of day to day duties as required

Operational processes:

- Provision of high quality and client focused pharmacy services
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Demonstrated ability to plan and deliver care in an effective and resourceful manner within a model of person centred care
- Participation in preparation for hospital accreditation processes such as National Safety and Quality Health Service (NSQHS) Standards, and supporting WMH in Standard 4 as required
- Comply with all quality management systems and processes
- Represent the pharmacy department at internal and external meetings and committees including SESLHD and WMH Quality Use of Medicines Committee as required
- Work safely and in accordance with Uniting's HSW policies and procedures
- Maintain awareness of employee HSW rights and responsibilities

Dispensing and Distribution

- Dispense inpatient and discharge prescriptions using the pharmacy computer system
- Prepare discharge medication lists using the pharmacy computer system.
- Provide and record Imprest orders for inpatient use
- Dispense S8 and S4D prescriptions and ward requisitions
- Update ward Imprest list regularly with regard to current usage
- Provide medications and advice to the Medically Supervised Injecting Centre
- Provide medication in blister packs when required

Clinical Pharmacy

- Review medication orders to ensure appropriate therapy including drug choice, dosage and timing, drug interactions and incompatibilities
- Document pharmacy activity in eMR in line with district documentation guidelines
- Advise prescriber regarding problems with medication orders and make recommendations
- Reconcile medication orders on admission and discharge of patients
- Provide drug information and advice on medication usage to staff
- Monitor therapeutic drug levels
- Participate in drug usage review as required
- Counsel and educate patients and/or their carers regarding their medications
- Report medication errors
- Report adverse drug reactions
- Provide medication information regarding patients to community pharmacies and community health services as required
- Provide continuing education to Nursing and Allied Health Staff as required
- Provide medication information and education sessions to community groups as required

Stock and Procurement

- Procure and store medications in accordance with legal requirements
- Order stock using the pharmacy computer system
- Unpack, store and check medications on receipt of orders
- Verify invoices for medications as required

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.
- Display effective communication and interpersonal skills to support the provision of high quality clinical care
- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service

People management & teamwork:

- Create and maintain effective working relationships with consultants, medical staff, fellow pharmacists and the multi-disciplinary team on the wards
 - Demonstrate effective team and leadership skills including the ability to work as a member of a multi-disciplinary team
 - Demonstrates self-awareness of own strengths and areas for development
 - Actively engage and participate in the company's performance management framework and review processes.
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KEY PERFORMANCE INDICATORS**Financial management & awareness:**

- Demonstrates efficient work practices considerate of hospital budget
- Demonstrates financial stewardship in the pharmacy department

Operational processes:

- Evidence of training in relation to clinical service provision and policies and procedures
- Service delays identified and investigated as required
- Reports and statistics submitted by designated deadlines as required
- All clinical events are documented in accordance with SESLHD and WMH documentation standards
- Evidence of participation in in-services, quality improvement, staff education and WMH and SESLHD Committees as required

Client management & engagement (internal & external stakeholders):

- Display awareness and appreciation of the clients and the ability to empathise with and treat others with dignity and respect
- Display effective communication and interpersonal skills
- Attendance at team meetings, and relevant whiteboard meetings and case conferences
- Service attendance and discharge monitored
- Evidence of advocacy for clients and carers with other service providers
- Information from client and carer stories are utilised

People management & teamwork:

- Evidence that positive outcomes are shared and celebrated
- Client complaint and stories are used to remodel service delivery
- Evidence of engagement with pharmacy staff and MDT to critically reflect on and explore potential to improve practice
- Evidence of inter-discipline initiatives
- Evidence of regular communication with staff, vision and mission statements for the program

- 100% compliance with Registration renewal
 - 100% up to date professional development plans and performance reviews
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Work Health and Safety Requirements:

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Quality and Safety Requirements:

Staff work within, and are supported by, well-designed systems to deliver safe, high-quality clinical care. Staff are responsible for the safety and quality of their own professional practice, and professional codes of conduct. Staff will:

- Actively take part in the development of an organisational culture that enables, and gives priority to, patient safety and quality
 - Actively communicate their profession's commitment to the delivery of safe, high-quality health care
 - Model professional conduct that is consistent with a commitment to safety and quality at all times
 - Embrace opportunities to learn about safety and quality theory and systems
 - Embrace opportunities to take part in the management of clinical services
 - Encourage, mentor and guide colleagues in the delivery of safe, high-quality care
 - Take part in all aspects of the development, implementation, evaluation and monitoring of governance processes
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PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Extensive experience in provision of pharmacy services and clinical pharmacy in a hospital setting (minimum 3 years), with exposure to rehabilitation and aged care
- High level experience using health information systems such as iPharmacy, eMR, and other computer systems
- Proven high-level interpersonal, written, computer and verbal communication skills with an ability to communicate across all levels and departments with internal and external stakeholders
- Demonstrated high level of organisational, prioritisation and time management skills
- Demonstrated ability to practice autonomously with minimal supervision and proven attention to detail and accuracy in undertaking all tasks
- Ability to work as part of a multi-disciplinary team and to apply independent professional judgement when dealing with situations of a complex nature
- Evidence of participation in accreditation processes such as NSQHS Standards, and contribution to quality improvement initiatives and service evaluation processes

Qualifications:

- Current Pharmacy Registration with AHPRA without restrictions

Employee Name:		Managers Name: Title:	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Casual Pharmacist
 Service/Unit: War Memorial Hospital Department: Pharmacy
 Manager / Supervisor: AHIC Manager / Senior Pharmacist
 Assessor: Genevieve Maiden / Olivia Baker / Michael Cao
 Date of Assessment: June 2026 Date of Assessment review: June 2027

Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks		X				
	Standing Remaining standing without moving about to perform tasks			X			
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		X				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks	X					
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg		X			
		Moderate lifting & carrying – 10 – 15kg	X				
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder		X				
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body		X				
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands	X					
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work		X				
	Driving Operating any motor powered vehicle	X					

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	Smell Use of smell is an integral part of work performance e.g. working with chemicals						X
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance	X					

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations	X					
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness	X					
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard	X					
	Inadequate lighting Risk of trips, falls or eyestrain	X					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks			X			
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases		X				

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: Date:/...../20.....

I am able to fulfil the above requirements without modification.

I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: Date:/...../20.....