**Clinical Consultant Pharmacist**

**Closing Date is Monday, 1 February 2021**

**The Organisation**

Galambila Aboriginal Corporation trading as Galambila Aboriginal Health Service is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. Galambila is a leading provider of high quality, culturally relevant, comprehensive primary health and related care services. Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga.

**Important Information**

An offer of employment will be up to 12 months fixed term arrangement. The current occupant is undertaking alternative duties and ongoing placement in the role is subject to continued role availability, funding, and satisfactory performance.

Galambila is an equal opportunity employer and all applications for vacancies are based on merit. Women and people with disabilities are encouraged to apply.

Applicants must be Australian citizens or permanent residents or have legal entitlement to work in Australia.

The successful applicant must be AHPRA registered through the Pharmacy Board of Australia. Preference will be given to applicants that are accredited to undertake Home Medicine Reviews.

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.

**Salary**

Galambila offers the following attractive salary package for the NDIS Support Coordinator:

* Base salary $90,000 p/a includes salary sacrifice up to $31,177 (PBI status);
* Additional benefits include: 11% superannuation; additional leave; ongoing professional development.

**How to apply**

To apply for this role you will need to provide:

* A completed Applicant Details Form;
* Your updated Resume; and
* A maximum two page cover letter responding to the capabilities relevant for the role.

You can submit your application directly by email to HR@Galambila.org.au – alternatively please drop in your application to Galambila Aboriginal Health Service, Corner of Harbour Drive and Boambee St, Coffs Harbour.

For further information or inquiries please ring

Jane Lennis or Naomi Ingram on (02) 6652 0850

Incomplete or late applications may not be considered for interview.

Applications must be received on or before **5pm Monday, 1 February 2021**

**APPLICANT DETAILS**

**Position Applied for**

Clinical Consultant Pharmacist

**Name**

Click here to enter text.

**Do you identify and are recognised as Aboriginal or Torres Strait Islander?**

Yes, Aboriginal [ ]  Yes, Torres Strait Islander [ ]  Yes, Aboriginal and Torres Strait Islander [ ]

No, I don’t identify as either Aboriginal or Torres Strait Islander [ ]

**Address**

Click here to enter text.

**Suburb, State and postcode**

Click here to enter text.

**Contact Number Alternative Contact Number**

Click here to enter text. Click here to enter text.

**Email address**

Click here to enter text.

**How did you hear about this vacancy?**

Choose an item.

If other, please detail: Click here to enter text.





**Clinical Consultant Pharmacist**

 **Essential Capabilities:**

**Creative and innovative**: Find ways to work better and smarter. Generates options and ideas. Is open to change and alternatives.

**Client focused**: Prioritises needs of clients. Aims for best outcomes for clients. Is outcome focussed. Follows through with commitments.

**Culturally aware**: Respects differences in all forms. Adapts language to aid communication. Values diversity as a strength and positively utilises diversity.

**Written communication**: Writes accurate, succinct reports and documents for management team, funding bodies, and key stakeholders. Ensures client notes are detailed and recorded efficiently.

**Team dynamics**: Supports productive working relationships and works collaboratively in a multi-disciplinary team.

**Knowledge of client issues**: Maintains high level awareness of client issues as impacted by the social determinants of health.

**Service delivery – Client outcomes**: Works with multi-disciplinary team to focus on client and community outcomes. Ensures own practice of excellence in service delivery.

**Licence**

Current ‘C’ Class driver’s licence is mandatoryfor this role.

**Qualifications**

It is a pre-requisite for the following qualification:

* Bachelor or Master of Pharmacy
* First Aid Certificate

**Registration**

The successful applicant must be AHPRA Registered through the Pharmacy Board of Australia including accreditation to undertake HMR or have an ability to obtain within a reasonable time period HMR accreditation.

**Employment Arrangements**

An offer of employment is subject to a six (6) month probationary period. This role is advertised as a fixed term contract (up to 12 months). Continuation in the role is subject to availability of role, funding and satisfactory performance. A review of performance will be conducted 3 months after commencing. All staff undertake individual Performance Agreements including regular reviews. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children’s Guardian (NSW).



**Position Description**

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| Position: | Clinical Consultant Pharmacist |
| Location: | Coffs Harbour |
| Pay structure | Galambila 2017 General Enterprise Agreement |
| Hours per week | 40 (Monthly RDO) |

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| --- |
| **Our Values** → Compassionate ↔ Respectful ↔ Empowering ↔Inclusive ↔Accountable |
|   |
| **Our Purpose** → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land |
|   |
| **Our Vision** → Greater choices for our mob to improve health for all stages of life |

**Objectives**

As the Clinical Consultant Pharmacist you will practice and promote safe, efficient and effective pharmaceutical care in an atmosphere conducive to open communication, problem solving and team building. You will assist, support and guide the education of clients, carers and extended family in relation to safe medication practices by:

* Promoting and participating in the development and evaluation of Evidence Based Best Practice Clinical pathways.
* Participating in culturally appropriate client health care planning, practice and evaluation.
* Ensuring appropriate steps are taken in relation to problem solving regarding patient, family and staff complaints.

**Role responsibilities**

1. Ensure optimal management of medication for clients across the continuum of care by:
2. manage the Pharmacist-on-duty role and assist General Practitioners and Aboriginal Health Workers with medicine information and including participation in case conferences;
3. promote the quality use of medicine and ensure Drug and Therapeutics decisions and policies are adhered to in all areas of responsibility;
4. develop, implement and review drug safety monitoring systems ensuring detecting and preventing drug toxicity;
5. manage client databases such as PENCAT / Medical Director and identify instances of known suboptimal prescribing; and
6. assist clients in accessing specialized services to ensure a smooth transition through the continuum of health care.
7. Manage and coordinate Home Medication Review program (HMR) to help achieve optimal quality use of medicines and health outcome for clients with chronic disease including:
8. target the HMR with the development of a structured analysis, multidisciplinary approach ensuring regular scheduled follow up with clients and carers to achieve best practice;
9. target referral processes for client groups and chronic disease states; and
10. follow up with clients and carers following post hospital discharge (within 48 hours) to facilitate and ensure medication safety.
11. Undertake educational activities for clients, carers, extended families, staff, visitors and community pharmacy staff including:
12. Assist in maintaining & improving the Breathe Well Clinic and be the clinical lead on new clinics as decided by the clinical services team;
13. participate in community events and promotion of Galambila programs such as Diabetes clinic days;
14. conduct medication education sessions (individual and group);
15. organise and deliver cultural awareness education and training for community pharmacy staff; and
16. develop and implement educational resources and medication management tools for Galambila staff.
17. Coordinate the Quality Use of Medicines Maximised for Aboriginal and Torres Strait Islander People (QUMAX) program;
	1. Assist with registration, work plans and ongoing management
	2. Communicate with the AHA and NACCHO representatives to ensure best outcomes for Galambila clients.
18. Build networks and relationships internally and externally by:
19. collaborating and supporting local community pharmacies in the care of Galambila chronic disease clients
20. linking Galambila staff to local community pharmacies to optimise client care
21. Working closely with hospital pharmacists to optimise care for inpatients and a smooth transition from hospital to community; and
22. Work with local stakeholders such as the Local Health District (LHD), local universities, local service providers and others as and if required.
23. Complete mandatory reporting on behalf of Galambila.
24. Ensure the efficient management of client’s medical records by:
25. maintaining client confidentiality
26. upholding the dignity and rights of clients, carers and families while respecting privacy and confidentiality at all times;
27. ensure all information is recorded accurately and maintained in client files;
28. contribute to and write reports, prepare submissions, and develop patient support letters as required.

**Workplace responsibilities**

* Work as a team member, seeking support, guidance and direction as required;
* Attend meetings and undertake training as appropriate to the role of Clinical Consultant Pharmacist;
* Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
* Participate in staff performance reviews.

**Workplace Health and Safety responsibilities**

* Follow defined WH&S and injury management policies and procedures;
* Take reasonable care for the safety of others in the workplace;
* Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
* Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
* Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
* Report all hazards or potential hazards;
* Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
* Provide input into regular safety inspections for their department.

**Child Protection Responsibilities**

* Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
* Attend training in Child Protection as required.

**Continuous Quality Improvement responsibilities**

* It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
* Each staff member is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

**Non Smoking Policy**

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



**GALAMBILA PRIVACY AND CONFIDENTIALITY INFORMATION**

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

**DOCUMENTARY IDENTIFICATION REQUIRED**

**Successful applicants** will be required to provide the following documentation:

* Working with Children Check verification or application number;
* Proof of identity (such as Birth Certificate, Drivers licence, Proof of Age Card, or Passport); and
* Confirmation of recognition of Aboriginal or Torres Strait Islander descent.