



# Health

## Western NSW Local Health District

### **ROB POSITION DESCRIPTION TEMPLATE**

*Fields marked with an asterisk (\*) are mandatory*

Position Description Title:*	Clinical Systems Senior Business Analyst (Pharmacist)	
Award:*	Multiple awards?	( ) Yes ( X ) No <i>please enter 'x' as applicable</i>
	Award Title: Health Employees' Pharmacists (State) Award	
Position Classification:*	Pharmacist Grade 3	
Job Category:*	<i>This will be completed by Recruitment Unit – dependent on mapping</i>	
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Does this role manage others?*	( ) Yes (X) No <i>please enter 'x' as applicable</i>	If yes, how many FTE?
Does this role supervise others?*	(X) Yes ( ) No <i>please enter 'x' as applicable</i>	If yes, how many FTE? 6.0 FTE
Primary purpose of the role:*( <i>Summarise in 1 sentence only. It may be useful to complete the key accountabilities first, then summarise these for the purpose</i> )	This position is responsible for leading, managing and maintaining the standardisation of medication management solutions across Far West (FW) and Western NSW (WNSW) Local Health Districts (LHDs). Whilst also providing deputy management, leadership and direction of the Specialty Clinical Systems team in ensuring alignment to the strategic direction of FW and WNSW LHDs.	
Key Accountabilities:*( <i>5-8, high level summary accountabilities (not specific tasks). These need to be outcome focused-including the intended outcome of the activity. For example: Contribute to quality activities within the department, to ensure ongoing improvement in service provision.</i> )	<p>The accountabilities outlined below indicate the scope of the position. The incumbent may be asked to perform job-related tasks other than those specifically stated in this description:</p> <ul style="list-style-type: none"> <li>• Lead, manage and maintain all facets of Specialty Clinical Systems that include Medication Management across FW and WNSW LHDs. Including support of other systems as deemed appropriate by the line management.</li> <li>• Deputy management and leadership of a multidisciplinary team, ensuring the team delivers and maintains the required level of customer service required to meet the needs of FW &amp; WNSW LHDs.</li> <li>• Engage with multiple stakeholders in various positions and locations to ensure the utility and purpose of Clinical Systems aligns with the endorsed approaches and governance.</li> <li>• Support, develop and maintain the Cerner EMM module including eOrders, MAR, PharmNet, iPharmacy, downtime functions and any other associated components across FW and WNSW LHDs.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Manage, support, develop and maintain (including managing incidents, requests and changes) for the Specialty Clinical Systems and EMM modules, including PharmNet, iPharmacy and other PowerChart functions. This includes maintenance and support of these same functions and the participation in the teams' after hours on call support roster.</li> <li>• Lead development and implementation of Specialty Clinical Systems and Cerner EMM Business As Usual (BAU) projects and/or improvement initiatives when required.</li> <li>• Forge and maintain strategic partnerships with Clinical Streams and Local Health Districts with like systems to ensure the Specialty Clinical Systems continually meets the needs of clinicians for optimal patient care and clinical outcomes.</li> <li>• Management and resolution of the clinical information and data within the Specialty Clinical Systems including any performance related patient level information and data. Conducting end user training sessions and ensure training materials are accurate and kept up to date.</li> </ul>																
Additional Key Accountabilities:	Not applicable for templates. There is an opportunity to add additional accountabilities at the time of recruitment- to localise the role to a facility or specialty, for example. Any additions must be consistent with the grading of the role.																
<p>Key Challenges:</p> <p><i>Max 3. Can leave blank if no significant challenges.</i></p> <p><i>Do not put accountabilities here. For example: Prioritising tasks is an accountability. Prioritising tasks <b>in a high volume work area</b> or <b>given multiple competing demands</b> is a challenge.</i></p>	<ul style="list-style-type: none"> <li>• Engagement and liaison with multiple stakeholders across two (2) Local Health Districts, Murrumbidgee &amp; Southern NSW LHDs and eHealth NSW, while achieving tight deadlines.</li> <li>• Managing the customer expectations in regard to Clinical Information Technology (IT) applications.</li> <li>• To role model strong, effective management that is based on the organisation's values, driving operational priorities, achieving performance, and meeting all legislative and policy requirements.</li> </ul>																
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<p>Selection Criteria:*</p> <p><i>Consistent with the capability framework, where applicable</i></p> <p><i>(maximum 8 for individual PDs or 7</i></p>	<ol style="list-style-type: none"> <li>1) Relevant qualifications in Pharmacy, including AHPRA registration as a Pharmacist, equivalent experience and a high-level clinical knowledge of therapeutics.</li> <li>2) Extensive experience in the NSW Health System, with detailed knowledge of clinical workflows across medication ordering,</li> </ol>																

<p><i>for templates, to allow for at least one additional selection criteria with the recruitment process)</i></p> <p><i>Cannot include desirable criteria or willingness to undertake education/obtain a qualification.</i></p> <p>Additional Selection Criteria: <i>(when added together with above criteria, must not exceed 8)</i></p>	<p>administration and dispensing process within the NSW Health setting.</p> <p>3) Experience in supporting and maintaining information technology, clinical information systems, clinical devices, patient flow and clinical workflow processes within a hospital setting.</p> <p>4) Demonstrated ability to translate, document and turn clinical business requirements into solutions.</p> <p>5) Ability to train clinical staff in the use of a Clinical Information Systems.</p> <p>6) Demonstrated high level of interpersonal, negotiation and communication skills including prioritisation and time management.</p> <p>7) Demonstrated team player with a positive attitude who is self-motivated and who can effectively work with minimal supervision including the ability to work outside normal business hours when required (ie. On Call Support).</p> <p>8) Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances.</p>
<p>Other Requirements: <i>This statement is standard for all templates – <b>do not edit</b></i></p>	<p>The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures, at both the LHDs and NSW Health levels.</p> <p>Consistent with this, all employees are:</p> <ol style="list-style-type: none"> <li>1. Expected to model the NSW Health values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct.</li> <li>2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health Safety policy/procedure.</li> <li>3. Expected to provide safe, high quality healthcare and services, identify and manage clinical risk as applicable to the role, and participate in continuous improvement activities, in line with the LHD's strong commitment to quality and safety.</li> </ol>

# Job Demands Checklist

Physical Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasionally
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasionally
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Occasionally
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Occasionally
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasionally
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Occasionally
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Infrequent
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasionally
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasionally
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Occasionally
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Repetitive
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Occasionally
<b>Driving</b> - operating any motor powered vehicle	Frequent
Sensory Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant

<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasionally
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Infrequent
<b>Touch</b> - Use of touch is an integral part of work performance	Repetitive
<b>Psychosocial Demands</b>	<b>Frequency</b> (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b> (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
<b>Dust</b> - Exposure to atmospheric dust	Infrequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Infrequent
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Infrequent
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15c or more than 35c	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Occasionally
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Occasionally
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Occasionally
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent