

## POSITION DESCRIPTION

<b>Position Title:</b>	Pharmacotherapy Service System Development Officer
<b>Award:</b>	In accordance with qualifications
<b>Classification:</b>	Dependent on applicant qualifications and experience
<b>Site:</b>	This position is primarily based at our Kangaroo Flat site, however, may be required to work from any BCHS site, and will be required to travel to pharmacotherapy service providers across multiple catchments.
<b>Hours per fortnight:</b>	45.6 hours per fortnight (0.6 FTE)
<b>Tenure:</b>	Fixed term until 30 June 2027
<b>Position description developed:</b>	May 2025
<b>Responsible to:</b>	Practice Manager Community Pharmacotherapy

### ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

#### VISION

**Better health and wellbeing across generations.**

#### PURPOSE

**Supporting you and your family to live healthy lives.**

#### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

## TEAM ROLE

Our Alcohol and Other Drug (AOD) Services operates across a comprehensive continuum of care, encompassing both clinical interventions and wellbeing support services. Clinical Services include:

- Nova House: A specialised 5-bed low risk residential withdrawal facility providing evidence based clinical and therapeutic interventions for individuals undertaking alcohol and/or drug withdrawal.
- Home-Based Withdrawal Service: Enabling suitable candidates to access supervised withdrawal treatment while remaining in their home environment.
- Pharmacotherapy Clinic: Operating from our Kangaroo Flat site, delivering comprehensive Opiate Replacement Therapy (ORT) through our multi-disciplinary team of General Practitioners and a Nurse Practitioner, including clinical assessment, prescription management, and medication dispensing.

Our Wanyanimbik Wayan AOD wellbeing service operates from a separate purpose-built wellness facility co-located with Nova House, providing integrated psychosocial support throughout the recovery journey. Targeted AOD services delivered by the wellbeing team includes bridging support, assessment, care coordination, counselling, mobile drug support and a needle syringe program. The Wanyanimbik Wayan team works closely with Nova House residents, providing specialised transition support as people prepare to return home, ensuring continuity of care and sustained recovery outcomes. The integration of clinical and wellbeing services enables BCHS to deliver holistic, person-centred care that addresses both immediate treatment needs and longer-term recovery goals.

## Orticare

Orticare is the Area 2 Pharmacotherapy Area Based Network and they are one of five such networks in Victoria. It covers the regions of Grampians and Loddon Mallee.

Orticare aims to improve access to treatment for people experiencing opioid use disorder, and to support the healthcare professionals working in the space.

## POSITION ROLE

The role reports to and works closely with the Practice Manager of Community Pharmacotherapy at BCHS, and the Orticare Manager. This role is authorised to function with a high degree of autonomy and accountability. This position is grounded in the health clinician profession's values, knowledge, theories and practice.

This position will engage collaboratively with health care professional colleagues both within BCHS as well as with community-based service providers to ensure promotion and support of Pharmacotherapy prescribing and dispensing. This position will act as a resource for AOD staff, nursing, pharmacist and medical colleagues.

The work will cover the LGAs of Greater Bendigo, Mount Alexander, Macedon Ranges, Gannawarra, Loddon and Campaspe.

## POSITION RESPONSIBILITIES

### The responsibilities of the position are:

- To promote and provide support to access Orticare resources and initiatives offered to GPs, NPs and pharmacies to build the pharmacotherapy service system.
- Collaborate with the Orticare team in development and implementation of strategies to improve pharmacotherapy service provision.
- To promote pharmacotherapy prescribing to GP practices.
- To promote MATOD (Medication Assisted Treatment for Opioid Dependence) training to GPs and NPs with the designated LGAs, follow up post training and link with various supports offered.
- To provide prescribing support for Pharmacotherapy prescribers.
- To provide support to pharmacotherapy practice managers and nurses.
- To promote and provide support for local clinicians to access the Opioid Management Clinic.
- To promote and support pharmacotherapy administration at community pharmacies.
- To provide support to pharmacists to facilitate administration of Long-Acting Injectable Buprenorphine (LAIB) in community pharmacies.
- To promote uptake of the Take Home Naloxone program in pharmacies.
- To promote and provide support for local clinicians (GPs, Nurses, Pharmacists, AOD workers) to access Victorian Opioid Management ECHO sessions.
- To present a minimum of three cases for Project ECHO per six-month reporting period and recruit an additional case presentation per six months from the local area.
- To convene, promote and chair six-monthly clinical network meetings in Bendigo. After the event ensure all financial commitments are met in a timely manner.
- To support the Campaspe Chair in convening and promoting the six-monthly Campaspe clinical network meeting. To attend meetings and provide in person support for the event and ensure all financial commitments are met in a timely manner.
- To maintain data of activities of the role and report in the Orticare annual Performance report.
- To attend regular PABN and Orticare team meetings.
- Other duties as directed.

## KEY SELECTION CRITERIA

### Essential

1. A Health Clinician with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated experience and evidence of advanced clinical knowledge working in Pharmacotherapy clinical practice.
3. Knowledge of the pharmacotherapy policy, guidelines and associated legislation.
4. Demonstrated knowledge of policy and practice as it relates to Pharmacotherapy.
5. Strong interpersonal communication skills demonstrating a capacity to build and maintain relationships with diverse stakeholder groups in achieving collaborative outcomes.
6. Demonstrated highly developed written and verbal communication skills and proven interpersonal and problem-solving skills.

7. Personal Commitment to promoting equality, diversity and human rights in all aspects of service delivery.
8. Ability to demonstrate and display the values of Bendigo Community Health Services.
9. A current employee Working with Children Check and Driver's Licence.
10. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

### **PROBATIONARY PERIOD**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **STAFF REVIEW & DEVELOPMENT (SRD)**

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

#### **Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Evidence of liaising with Orticare staff.
- Evidence of promoting pharmacotherapy prescribing to GP practices.
- Evidence of ongoing face to face engagement with catchment community pharmacies and General Practices.
- Evidence of recruitment of local clinicians (GPs, Nurses, Pharmacists, AOD workers) to attend Victorian Opioid Management (VOM) ECHO sessions.
- Evidence of presenting a minimum of three cases for VOM ECHO per six-month reporting period and recruit an additional one case presentation per 6-month period from the local area.
- Evidence of completing 10 practice lunches per 12-month period.
- Evidence of supporting local clinicians to access the Opioid Management Clinic (OMC).
- Evidence of convening, promoting, and chairing 6-monthly clinical network meetings in Bendigo.
- Evidence of support for, and attendance at, 6-monthly clinical network meetings in Campaspe.
- Evidence of supporting pharmacists to facilitate their administration of Long-Acting Injectable Buprenorphine (LAIB).
- Evidence of promoting uptake of the Take Home Naloxone program in pharmacies.
- Evidence of activity outlined in the Orticare Performance report.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

#### **Communication and Teamwork:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

#### **Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

#### **Administration and Documentation:**

*Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

#### **Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

#### **DIVERSITY AND CULTURE**

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

#### **CHILD SAFETY**

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

## OTHER ESSENTIAL REQUIREMENTS

### Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

### BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

## OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.
- Fitness Passport

