

Austin Health

Position Description



Position Title: VPIC Alcohol and Other Drug (AOD) Research and Support Officer

Classification:	Pharmacist GR2. Fixed term (3 years). Part time
Business Unit/ Department:	Victorian Poisons Information Centre
Work location:	Remote
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Part time
Hours per week:	12 hours
Reports to:	Medical Director Victorian Poisons Information Centre
Direct Reports:	Medical Director Victorian Poisons Information Centre
Financial management:	Budget: EDNAV cost centre - Y3012
Date:	18 th November 2021

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment. Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices, and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve, and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About

About the Victorian Poisons Information Centre (VPIC)

The Victorian Poisons Information Centre (VPIC) commenced operation in 1962. VPIC was located at the Royal Children's Hospital (RCH), Melbourne from 1976 to 2008. In August 2008, the centre relocated to the Emergency Department at the Austin Hospital, to integrate with the Austin Toxicology Service (ATS). VPIC is directed administratively as part of the Austin Hospital Pharmacy Department.

VPIC provides members of the Victorian public with information and advice about:

- First aid in the event of poisoning, suspected poisoning, bites and stings, mistakes with medicines etc.
- The need for medical assessment
- Prevention of poisoning
- Referral to other information sources as indicated.

VPIC provides health professionals with information and advice about:

- the ingredients in products involved in poisoning or exposure
- Assessment of the severity of a poisoning or exposure
- Potential toxic effects from a poisoning or exposure
- Treatment and management.

VPIC is one of four Poisons Information Centres within Australia. VPIC enjoys a close day-to-day working relationship with the toxicology registrar, toxicology fellow and the clinical toxicology consultants. VPIC staff refer difficult or complex cases to the toxicology registrar, fellow or the on-call clinical toxicology consultant for advice. Call escalation follows established referral criteria.

VPIC also has access to a range of other consultants (clinical pharmacologists, mycologists and botanists), who can provide specialist advice if needed.

The Austin Toxicology Service (ATS) provides consultative and inpatient care for over 600 acutely poisoned patients per year.

VPIC leads the Emerging Drugs Network of Australia VIC (EDNAV) research project, a multi-site, Department of Health sponsored initiative. EDNAV examines illicit drug use within Victoria and provides information to an illicit drug Early Warning System designed to reduce harm within the community.

Purpose and Accountabilities

Support research activities within the Victorian Poisons Information Centre (VPIC) at Austin Health. The research officer will work as part of a multi-disciplinary team to collaboratively define, design and conduct research activities focusing on human poisoning.

The incumbent's role will be supported and directed by the Manager and Medical director of the VPIC. As part of the role, the research officer will be expected to present and publish findings generated by VPIC research activities.

Role Specific:

- Work in accordance with Ethical / Governance / regulatory bodies locally and nationally
- Comply with the requirements of Hospital Research Ethics Committee in the conduct of all research activities
- As part of a multi-disciplinary team, support EDNAV project research including:
 - Production of weekly monitoring reports
 - Creation of monitoring and report systems
 - Analysis of research data
 - Preparation of funding applications, ethics / governance applications
 - Completion of ethics and governance annual reporting requirements
 - Communication of research activities and outcomes through the production of conference and seminar papers and publications.
 - Participation in weekly VPIC - Department of Health monitoring meetings
 - Liaising with other EDNAV project stakeholders as required
- Support and assist with other VPIC research activities as directed by the VPIC Manager and Medical Director
- Complete annual performance review with VPIC Medical Director

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion

commitments.

- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

Selection Criteria

Essential for Performance in the Position

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Pharmacist registered with the AHPRA, with clinical experience.
- An understanding of the pharmacological characteristics of commonly used illicit drugs, including common sedatives, stimulants, hallucinogens and dissociatives.
- Proficiency with common office and research software including Microsoft Word, Excel, Outlook.
- Experience using statistical application software.
- Research experience, including publication within peer-reviewed medical literature
- Previous involvement in multi-site (multi-institutional) research project(s)
- Highly developed interpersonal and communication skills, including problem solving ability and conflict resolution skills, as well as sound oral and writing skills.
- Demonstrated ability to work in a team environment.
- Experience in creating and storing patient information in a way that complies with all relevant privacy laws and regulations, as well as hospital and VPIC regulations.

Desirable but not essential:

- Postgraduate University Masters or Doctoral level qualification relating to health aspects of illicit drug use.
- Experience of community-based programs, services or interventions designed to limit illicit drug related harm

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	

People Management Role-Direct Reports