

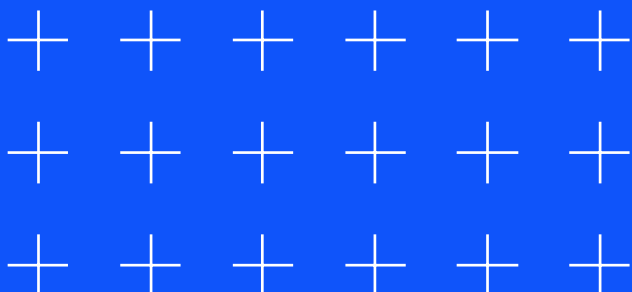


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

**Grade 4 (Lead) Clinical Pharmacist:
General Medicine**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Grade 4 (Lead) Clinical Pharmacist: General Medicine
Service:	Pharmacy
Location:	The Royal Melbourne Hospital
Reports To:	Deputy Director of Pharmacy (Clinical)
Enterprise Agreement:	4. Medical Scientists, Pharmacists and Psychologists Victorian Public Health Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	Grade 4 (TA20 – TA22)
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	July 2026

The Grade 4 (Lead) Pharmacist – General Medicine oversees the provision and maintenance of a high quality, efficient and innovative pharmacy service to the general medicine pharmacy team.

- Provide clinical service to assigned clinical unit/ward
- Line management and mentorship of pharmacists within assigned clinical pharmacy team
- Implement and continually review a strategy for service enhancement

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

- Responsible for day to day provision of services within portfolio
- Effective line management of team
- Maintain a customer focus for all services within the scope of the position
- Effective leadership and communication skills
- Demonstrate initiative, responsibility, efficiency, co-operation and enthusiasm
- Provide advice to the Director of Pharmacy or Deputy Director of Pharmacy (Clinical) based on operational, legal and performance needs
- Manage risk and actively work toward implementing risk reduction strategies
- Ensure legislative requirements, accreditation standards and other relevant guidelines relating to the pharmacy service are implemented and adhered to
- Support other services within department as required
- Perform other duties as directed by the Director of Pharmacy or Deputy Director of Pharmacy (Clinical)

- Lead and promote a culture of positivity and speaking up
- Recruitment and retention of staff to maintain delivery of service
- Effective leave management to ensure all staff have a plan and take annual leave regularly
- Oversee that all staff have completed relevant training and annual discussions
- Manage industrial relations issues and performance management along with Human Resources

- ## Financial Resources and Practice Management

- ## Education and Training

- ## Quality

- ## Strategic Relationships

- 5/8

- ## Research

- ## Sustainability and Innovation

- ## Clinical Pharmacy Services and Team Leader

- Provide high quality clinical pharmacy services to allocated units or wards
- Provide medicines information to clinical staff
- Ensure patients have timely access to medicines
- Oversee the provision and maintenance of a high quality, efficient and innovative pharmacy service to units/wards within assigned pharmacy clinical team
- Ensure efficient rostering and allocation of staff within assigned clinical team
- Line manage pharmacists within assigned clinical team
- Provide ongoing support for the utilisation of the Electronic Medical Record (EMR) including review of medication records, recurring plans and alerts relevant to allocated units

Internal

External

- ## KEY SELECTION CRITERIA

- Registered as a pharmacist with AHPRA

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- A minimum of 8 years' experience in hospital pharmacy
- Commitment to patient focused service
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Well-developed written and oral communication skills.
- Well-developed staff supervision and interpersonal skills.
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy. In particular, a demonstrated ability to practice in accordance with Advanced Pharmacy Australia (AdPha) Guidelines.
- A demonstrated commitment to continuous quality improvement process, leadership, service development and ongoing change.
- A demonstrated commitment to continuing education and the ability to keep abreast of current knowledge and accepted practices
- Broad range of experience in hospital pharmacy
- Team management experience

- Post graduate Masters degree
- Demonstrate commitment to development of the profession through involvement in relevant pharmacy organisations or participation in relevant groups
- Didactic and experiential teaching skills to provide education to undergraduate and postgraduate pharmacists, nurses, doctors and other allied health care staff.

- Demonstration of RMH values

- ## AT THE RMH WE:

- ## ACCEPTANCE

Employee Signature

Employee Name (please print)

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Date _____