



**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:
Team Leader – Surgical Services**

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

The Grade 4 (Lead) Clinical Pharmacist oversees the provision and maintenance of a high quality, efficient and innovative pharmacy service to the surgical services clinical pharmacy team.

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- 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 consumer 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

- Represent Pharmacy at relevant committees and meetings
- Work with leadership teams across RMH to implement, develop and deliver strategies and goals to meet organisational needs
- Develop further relationships with other pharmacy departments, in particular those associated with the EMR (RMH, Peter MacCallum Cancer Centre, Royal Women's Hospital and Royal Children's Hospital).

- ## Research

- ## Sustainability and Innovation

- ## Clinical Pharmacy Services and Team Leader

- ## KEY RELATIONSHIPS

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 Society of Hospital Pharmacists of Australia (SHPA) Guidelines.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- 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.

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- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- **First Nations Commitment**

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- **Child Safe Standards**

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- **Equal Opportunity and Accessibility**

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- **Thriving Together**

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date _____