

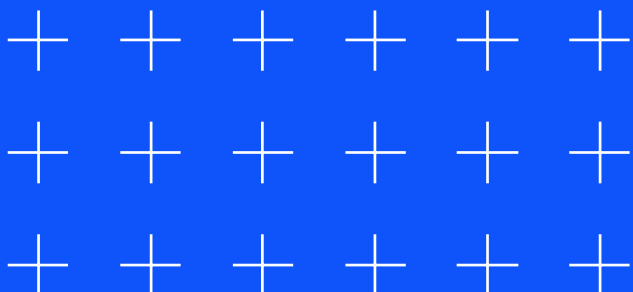


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
every day.**

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Director of Pharmacy



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria’s first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we’ve moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



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.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

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 Description

Position Title:	Director of Pharmacy
Service:	Pharmacy
Location:	The Royal Melbourne Hospital
Reports To:	Chief Medical Officer
Enterprise Agreement:	4. Medical Scientists, Pharmacists and Psychologists Victorian Public Health Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	TA6
Employment Status:	Full Time
Immunisation Risk Category:	Category B
Date of Review:	September 2025

POSITION SUMMARY

- Develop and implement strategic goals and projects to meet the needs of the pharmacy department, RMH and patients.
 - Manage the pharmacy department to deliver a consistent high quality, safe and innovative service
 - Financial responsibility and accountability for the pharmacy department and medication expenditure.
 - Ensure the pharmacy workforce has the appropriate capability, capacity and credentials
 - Oversee the pharmaceutical supply chain and associated procurement
 - Provide high quality education, pharmacy and clinical research activities
 - Lead medication safety standard and drive activities of the medicines and therapeutics committee
 - Oversee legislative compliance for pharmacy and medicines management in addition to health services permit holder
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KEY ACCOUNTABILITIES

RMH Requirements

- 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.

Business and Finance

- Financial responsibility and accountability for medication and pharmacy services
- Develop and implement financial strategies that will ensure budgetary targets and key performance indicators are achieved
- Initiate and implement actions to improve financial performance and savings
- Ensure all financial and medication use information is available as required
- Oversee pharmaceutical contracts and tenders
- Comply with requirements of the delegations manual

Management and Leadership

- Set the strategic direction for pharmacy services ensuring the delivery of safe, timely, effective and patient centred care.
- Ensure the provision of high-quality pharmacy and medicines management services
- Lead the development of an annual pharmacy department strategy
- Review service models and develop long term strategies, including building business cases for and implementing novel Pharmacy Department models.
- Promote and embed a culture of continuous improvement and innovation.
- Develop a long-term strategy for innovative systems development to improve efficiency and medication safety including service delivery and digital health
- Provide advice to RMH Leadership based on operational, legal and performance needs
- Represent and promote pharmacy and medicines management through active participation in outside activities and organisations.

Quality, Safety and Research

- Implement and monitor KPI'S including medication management, prescribing and safety.
- Lead medication safety standard and drive activities of the medicines and therapeutics committee
- Oversee legislative compliance for pharmacy and medicines management in addition to health services permit holder



- Ensure the promotion and organisation of quality use of medication programs, including medicines utilisation evaluation studies, education programmes to promote rational prescribing and patient medication education programs occur.
- Lead and promote research and development activities
- Collaborate with universities for undergraduate and post graduate learning and development
- Promote and ensure the publication of research and service review studies
- Oversee professional development opportunities of pharmacy staff
- Ensure staff deliver a consistent level of service in accordance with policies and procedures

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 the Parkville Precinct
- Continue to develop strategic relationships with Universities (e.g. Monash, LaTrobe, RMIT) for education and research
- Proactively participate in state and national groups to improve pharmacy and medicines management

Workforce

- 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
- Deal with industrial relations issues and performance management along with Human Resources
- Advocate, support and role model a positive culture and working environment
- Ensure all pharmacists maintain AHPRA registration
- Ensure all OHS requirements are met
- Manage risk and actively work toward implementing risk reduction strategies

KEY RELATIONSHIPS

Internal

- Pharmacy Staff
- Medical Leadership Team
- RMH Senior Leadership and Executive
- Medical and Nursing
- Business Managers
- People and Culture
- Legal Counsel
- Procurement

External

- Director of Pharmacy network
- Parkville Precinct
- DHHS
- SCV
- HSV
- Victorian Pharmacy Authority
- Pharmaceutical Industry
- Universities – Monash, RMIT and LaTrobe

KEY SELECTION CRITERIA

Formal Qualifications

- Tertiary qualification in Pharmacy



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- Current registration with the Australian Health Practitioner Regulatory Agency (APHRA) / Pharmacy Board of Australia
 - Relevant post graduate qualifications

Essential:

- Current registration with the Pharmacy Board of Victoria.
- A minimum of 10 years' experience as a Hospital Pharmacist and demonstrated experience in a management capacity.
- Demonstrated managerial and leadership skills, including financial, human resource and workforce skills.
- Demonstrated effective interpersonal skills including communication, negotiation, team building and conflict resolution skills.
- Demonstrated commitment to customer focused service provision.
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Highly developed written and oral communication skills.
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy services. In particular, a demonstrated understanding with Society of Hospital Pharmacists of Australia (SHPA) Guidelines.
- Demonstrated experience with Drug and Therapeutics Committees, Medication Safety initiatives, quality use of medicines, continuous quality improvement processes and risk management.
- A commitment to continuing education and the ability to keep abreast of current knowledge and accepted practices

Desirable:

- Recognised as a leader within the Pharmacy profession as evidenced by qualifications/awards, professional publications, conference presentations, committee and professional organisation membership, grant submissions and involvement in teaching and education.
- Demonstrated commitment to research or practice development as evidenced by research qualification, research publications and/or successful grant applications.
- Knowledge and experience with clinical trials.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- 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
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AT THE RMH WE:

- 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