



**The Royal
Melbourne
Hospital**

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

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Clinical Pharmacist – Grade 1



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

The purpose of this role is to provide high quality and efficient delivery of pharmacy services, and to optimise patient safety with respect to use of medications, as an active member of the Pharmacy Team for patients of Melbourne Health.

- 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.

- To practice legally, in compliance with legislative requirements to accepted standards and to deliver patient centred care using correct dispensing and recording procedures.
- Assist with specialised and restricted drugs as well as providing liaison with the Clinical Trials pharmacy staff for outpatients and discharge patient requirements.
- To maintain and extend professional competence with commitment to continuous learning and professional development.
- Participate in infection prevention initiatives
- To attend relevant ward rounds and meetings
- To provide a clinical pharmacy services in accordance with Society of Hospital Pharmacists of Australia (SHPA) Guidelines and local procedures.
- Participate in and report on all clinical pharmacy activities
- To complete Medication Storage Checklist with relevant technician and Controlled Drug and Medicines with the Potential for Abuse checklist for assigned areas at required intervals.
- To oversee stock control, determine stock levels and reordering activities as required.
- To ensure delivery pharmacy service is the highest quality with respect to the needs of Melbourne Health patients in accordance with current policies and procedures.
- To facilitate effective discharging of inpatients and outpatient's pharmacy services, by participating in the dispensing process as well as ensuring adequate counselling of patients, and communication with other health professionals as necessary.
- To provide guidance and advice on sterile production methods to Melbourne Health staff and clients, including advice on the compatibility, stability, handling and administration of drugs and solutions for IV, epidural and other infusion therapies.
- To co-ordinate activities such as ordering, manufacturing, dispensing, supply and distribution of sterile products within the Hospital and the ordering and supply of products from external supplies, e.g. Baxter.
- To ensure adequate records, workload statistics and quality procedures are kept and maintained for the Sterile Production Unit
- To liaise with clients regarding supply and formulation of specific sterile products including cytotoxics and TPNs.
- Co-ordinate supply of consumables for Home TPN patients as well as order Home TPNs from Baxter for delivery to patients' homes

- ## Education, Training and Research

- ### Quality Improvement:

- ## Workforce and Culture

- Demonstrate initiative, responsibility, efficiency, co-operation and enthusiasm
- Demonstrate effective and courteous communication skills
- To participate in the education of relevant hospital staff including nursing, medical and allied health.
- Participate in RMH OH&S initiatives, and takes responsible steps to ensure a safe working environment (including relevant emergency response procedures & fire training).

- Adherence to relevant RMH code of conduct & privacy policies.
- Demonstrate initiative, responsibility, efficiency, co-operation and enthusiasm

- ## KEY RELATIONSHIPS

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.
- Registered, or eligible for general registration, as a pharmacist with AHPRA
- All pharmacists are expected to participate in a regular roster to provide direct patient care - either through dispensing or clinical pharmacy - at a minimum level of a basic grade pharmacist.
- Commitment to customer 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 and Code of Good Manufacturing Practice
- A commitment to continuous quality improvement process and ongoing change.
- A commitment to continuing education and the ability to keep abreast of current knowledge and accepted practices
- Broad range of experience in hospital pharmacy

- Relevant post graduate qualification

- ## 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

- 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.

- 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.

- 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.

- 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.

- 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.

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

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.

Date _____