



**The Royal  
Melbourne  
Hospital**

**Advancing  
health for  
everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Clinical Pharmacist – Grade 2**



## 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

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|------------------------------------|--|
| <b>Position Title:</b>             | Clinical Pharmacist – Grade 2  |
| <b>Service:</b>                    | Pharmacy   |
| <b>Location:</b>                   | The Royal Melbourne Hospital – City & Royal Park Campus  |
| <b>Reports To:</b>                 | Clinical Pharmacist – Team Leader  |
| <b>Enterprise Agreement:</b>       | Victorian Public Mental Health Services Enterprise Agreement 2020–2024 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021 - 2025 |
| <b>Classification:</b>             | Grade 2 Pharmacist (SX2 – SX5)   |
| <b>Employment Status:</b>          | Ongoing/fixed term   |
| <b>Immunisation Risk Category:</b> | Category A   |
| <b>Date of Review:</b>             | May 2025   |

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## POSITION SUMMARY

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.

The Royal Melbourne Hospital Pharmacy Department is dynamic and progressive. This is underpinned with the need for safe, high quality patient care and medicines management.

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## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and the wellbeing 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.

## Clinical Practice and Service Provision

- 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
- To provide all patients with a clear understanding of their medications including purpose and side effects
- To have a visible presence for patients and the opportunity for them to discuss their medication, ensuring that patients are able to discuss their medication management issues and that they feel empowered to take their medication to manage their condition(s)
- To promote the role of the pharmacist as an essential member of the healthcare team

### **Education, Training and Research**

- To lead and participate in practice research, with the aim to support publication or conference presentation.
- To lead and participate in relevant RMH research initiatives as required.
- To lead and participate in audits to assess various quality improvement processes
- Demonstrated commitment to research by participation in collaborative or special projects
- Present research or publish in an appropriate forum
- To participate in the training of new pharmacists, intern pharmacists, pharmacy students and pharmacy technicians as required.
- To participate in the education of relevant hospital staff including nursing, medical and allied health.
- Attendance at, or presentation at, in-service continuing education programs, seminars, conferences and intention to obtain relevant post-graduate qualifications
- Provide education related to Royal Melbourne Hospital quality improvement initiatives
- To present to relevant forums
- Complete Advanced Training Residency (ATR) requirements within agreed timeframe (if accepted into an ATR)

### **Quality Improvement**

- To participate in continuous improvement activities, particularly relating to the Key Performance Indicators of the pharmacy department and RMH
- Participation expected in quality activities on a routine, on-going and special project basis as directed by the Director of Pharmacy, The Royal Melbourne Hospital.
- To promote at every opportunity, quality use of medicine principles, ensuring correct prescribing, and compliance with Drugs and Therapeutics Committee endorsed prescribing restrictions and protocols
- Provision of medicines information (utilising Medicines Information when necessary)
- To manage and respond to the risk inherent in medication management systems through communication with medical, nursing and other pharmacy staff with implementation of risk reduction strategies for patients.
- Contribute to strategic planning for pharmacy services

### **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).

#### General

- Adherence to relevant RMH code of conduct & privacy policies.
- Demonstrate initiative, responsibility, efficiency, co-operation and enthusiasm
- Demonstrate effective and courteous communication skills
- To engage in communication with other health professionals (internal & external) to ensure that the pharmacy service is meeting the needs of patients and staff.
- To participate in relevant RMH organisational improvement initiatives as required
- To perform other duties as delegated by the Director of Pharmacy.
- To ensure that patient invoices accompany dispensed medication and that patients are aware that payment for prescription medication is required.
- Participation in weekend and evening services

#### KEY RELATIONSHIPS

##### Internal

- Patients
- Pharmacy Staff
- Nursing Staff
- Medical Staff
- Allied Health and Administrative Staff

##### External

- Pharmacists at Parkville Precinct facilities and other organisations
- Healthcare professionals across Parkville Precinct and other organisations
- Community Pharmacies
- Universities

#### KEY SELECTION CRITERIA

##### Formal Qualifications:

- Registered as a pharmacist with AHPRA

##### Essential Experience for Performance in this Position:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- 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.





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- 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
  - Minimum 18 months experience as a qualified hospital pharmacist
  - Broad range of experience in hospital pharmacy

Desirable:

- Relevant post graduate qualification
  - Demonstrated commitment to development of the profession through involvement in relevant pharmacy organisations. (e.g. SHPA, PSA, ACPP, AHP) or participation in relevant groups
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## 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.

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#### 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.

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Employee Signature

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Employee Name (please print)

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Date

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