



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Lead Pharmacist – Workforce
Development**

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

- Supports the best possible patient care through developing and enhancing workforce development programs and pathways across the Pharmacy Department
- Lead and support the delivery of high quality education and training program for all staff and student placements at the Pharmacy Department
- Be an active member of the Pharmacy leadership team

- 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.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Create a psychologically safe work environment where everyone feels safe to speak up.

- Responsible for day to day provision of all pharmacy services within portfolio
- 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 Pharmacy Executive 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 Pharmacy Executive Team
- Contribute to the overall management of the Pharmacy through active participation as a member of senior management.
- Regularly communicate with staff and Department on matters relating to respective area.

- Lead and promote a culture of positivity and speaking up
- Support recruitment and retention of staff to maintain delivery of service
- Support industrial relations issues and performance management along with Pharmacy Executive and Human Resources
- Advocate, support and role model a positive culture and working environment
- Ensure all OHS requirements are met
- Manage risk and actively work toward implementing risk reduction strategies

- Liaise with the Deputy Director of Pharmacy – Operations in matters relating to the pharmacy budget and monitoring financial performance
- Complete financial analysis and reports as required

- Ensure legislative requirements, accreditation standards and other relevant guidelines relating to medication management and pharmacy are implemented and adhered to
- Follow up of relevant RiskMan reports relating to relevant services
- Coordinate and participate in all relevant pharmacy quality activities
- Participate in infection prevention initiatives
- Maintain and regularly update a policies and procedures
- Liaise with medical and other staff as appropriate in regard to therapy regimens, and to promote economical and appropriate drug usage throughout the hospital
- Dispense medications according to Pharmacy Board of Australia Practice guidelines and appropriate legislation
- Adherence to relevant MH code of conduct & privacy policies.
- Ensure staff deliver a consistent level of service in accordance with policies and procedures
- Support the achievement of Key Performance Indicators and review accordingly
- Ensure pharmacy services are provided in a manner to ensure patient safety with respect to medications is optimised

- Partnerships with education providers and universities
- Active involvement in research either directly or as a supervisor
- Demonstrate commitment to research by participation in collaborative or special projects

Strategic Relationships

Sustainability and Innovation

Lead and Develop Pharmacy Workforce Development

- Lead Pharmacist – Workforce Development | Pharmacy | November 2025 5/8

- Provide high quality, safe and cost-effective pharmacy services to the Royal Melbourne Hospital**

- ## KEY RELATIONSHIPS

External

- Universities
- Pharmacists at Parkville Precinct facilities and other organisations
- Healthcare professionals across Parkville Precinct and other organisations
- Community pharmacies
- Patients & Carers

Formal Qualifications:

- ### Essential:

- Lead Pharmacist – Workforce Development | Pharmacy | November 2025 6/8

- Masters in Clinical Pharmacy (or equivalent clinical qualification)
- Certificate or relevant credentialing in clinical teaching
- Demonstrate commitment to development of the profession through involvement in relevant pharmacy organisations (eg. AdPha, PSA, ACPP, AHP) 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
- Team management experience

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 _____