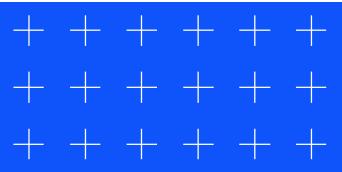


Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description

Lead Pharmacist – Workforce Development





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



Lead with Kindness



ts True excellence when we work a

Excellence



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.

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

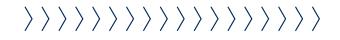
True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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: Lead Pharmacist - Workforce Development

Service: **Pharmacy**

Location: The Royal Melbourne Hospital – City and Royal Park

Campuses

Reports To: Deputy Director of Pharmacy (Quality)

Enterprise Agreement: Victorian Public Health Sector (Medical Scientists,

Pharmacists and Psychologists) Single Interest

Enterprise Agreement 2021–2025

Classification: TA20-TA22

Employment Status: Full time

Immunisation Risk Category: Category A

Date of Review: November 2025

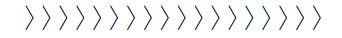
POSITION SUMMARY

- 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

KEY ACCOUNTABILITIES

- 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.





Management and leadership

- 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.

Human Resources and Recruitment

- 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

Financial Resources and Practice Management

- 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

Quality

- 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

Research

- 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





- Present research or publish in an appropriate forum
- Be an active member of the Pharmacy Department Practice Research Committee
- Supervise pharmacists, intern pharmacists and students participating in research

Strategic Relationships

- Develop and maintain effective, 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).
- Continue to develop strategic relationships with Universities (e.g. Monash, LaTrobe, RMIT) for education and research
- Participate in relevant RMH organisational improvement initiatives as required
- Build a network of peers and colleagues to enhance knowledge sharing

Sustainability and Innovation

- Work with Pharmacy Executive to deliver goals of strategic business plans that meets both current and future needs
- Scope, develop and implement innovative pharmacy practice and services across the organisation
- Support business cases to implement new roles and innovation
- Progress roles and responsibilities of all team members to deliver safe and efficient care
- Undertake clinical/operational pharmacist duties to maintain practice and support workflow
- As a member of the Pharmacy Quality Team, provide support and assistance with duties of the other **Quality Team members**
- Participate in on-call, evening and weekend services
- Work with Pharmacy Executive to deliver goals of strategic business plans that meets both current and future needs

Lead and Develop Pharmacy Workforce Development

- Overall lead, co-ordination and development of education and training programs of the RMH Pharmacy department including but not limited to:
 - Undergraduate programs 0
 - Intern Program
 - o Foundation Residency Program
 - Registrar Training Program
 - Department Orientation and Training
 - Credentialling Programs
 - Pharmacy Technicians programs
 - External education and training programs
 - Pharmacy continued education (CE) programs
- Provide expert knowledge and direction to enhance all aspects of education and training
- In association with the Pharmacy Executive assist with the development and coordination of the educational strategy for the department
- Identify training and educational needs for all members of the department and provide ideas for workforce development and plans for implementation
- Line manage other members of the workforce development team and co-ordinate the day-to-day management of the team
- Oversee orientation, supervision and training of pharmacy staff allocated to Workforce Development
- Actively participate in local education programs, and national and international advanced practice forums
- Provide accurate and timely information for management purposes to ensure that the systematic provision of services is achieved





- Demonstrate commitment to education through attendance and participation at Department education sessions, relevant conferences or seminars
- Use feedback to review and improve programs
- Manage the Pharmacy Workforce Development Committee

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

- Provide high quality clinical pharmacy services to allocated units or wards
- Ensure the timely and accurate supply of medicines by facilitating dispensing, imprest maintenance and responding to medicines shortages
- Ensure medications are stored in accordance with legislation and local policies and procedures
- Provide ongoing support for the utilisation of the Electronic Medical Record (EMR) including review of medication records, recurring plans an alerts relevant to allocated units
- Provide medicines information to clinical staff

KEY RELATIONSHIPS

Internal

- **Pharmacy Students**
- Intern Pharmacists
- **Pharmacists**
- **Pharmacy Technicians**
- Pharmacy Management Team
- **Nursing Staff**
- **Medical Staff**
- Allied Health & administrative staff

External

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

KEY SELECTION CRITERIA

Formal Qualifications:

Registered as a pharmacist with AHPRA

Essential:

- 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 practice
- Knowledge and experience in supervising and facilitating education of pharmacy students and interns
- 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.
- 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 including proven track record of achievement





Highly Desirable:

- 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

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





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

o 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

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)	_
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