



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

**Join The Royal
Melbourne Hospital
Team**



**Position Description
Senior Pharmacist**





About The Royal Melbourne Hospital

As one of Victoria largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, everyday.

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:	Senior Pharmacist
Service:	Pharmacy
Location:	The Royal Melbourne Hospital – City Campus & Royal Park Campus,
Reports To:	Deputy Director of Pharmacy (Clinical)
Enterprise Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
Classification:	SX6 – SX81
Immunisation Risk Category:	Category A
Date of Review:	October 2022

Position Purpose

This position is responsible for the direction, planning, provision, and review of pharmacy services to designated unit or ward and associated clinical pharmacy team and to provide leadership and direction for the Melbourne Health Pharmacy Service quality and safety programs

Department Description

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.

Key Accountabilities

Position Specific

Provide a 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 drugs by facilitating dispensing, imprest maintenance and responding to medication shortages.
- Ensure medications are stored in accordance with legislation and local policies and procedures and that all checklists relating to medication storage for allocated clinical team are completed at required intervals
- Provide ongoing support for the utilisation of the Electronic Medical Record (EMR) including review of medication records, recurring plans and alerts relevant to allocated units
- Provide medicines information to clinical staff
- Promote the rational use of medicines by leading quality and safety projects
- Represent the Pharmacy Department at multidisciplinary meetings
- Develop and maintain policies and procedures governing the scope of pharmacy services.
- Develop and maintain medication guidelines
- Supervise other pharmacy staff involved in providing pharmacy services to allocated team and the wider pharmacy department as required
- Ensure consistent pharmacy practices



Financial Resources and Practice Management

- Provide regular analyses of drug expenditure and recommendations to enable effective control of drug expenditure.
- Develop and conduct target drug programs and drug usage evaluations as needed and report results to the Drug and Therapeutics Committee.
- Identify and act upon cost avoidance in drug therapy by promoting rational, cost- effective regimens, drugs, and by reducing waste.
- Actively contribute to various drug utilisation and medication evaluation programs
- Identify and introduce new pharmacy practices that can result in improved medication use

Teaching and education

- Participate in Medical and Nursing staff training /in-service programs.
- Provide education to staff as required.
- Precept pre-registrant pharmacist and undergraduate pharmacy students
- Identify training and educational requirements and priorities for the area of practice.
- Mentor and support grade 1 and 2 pharmacists

Service Standards & Benchmark Service

- Establish and implement key service standards for the provision of pharmacy services in allocated team
- Ensure ongoing review of all procedures to ensure that these are appropriate, effective and followed by staff.
- Review and benchmark service with other major Australian hospitals to ensure best practice and cost-effective service delivery.
- Replicate at the Royal Melbourne Hospital other hospitals' areas of excellence
- Implement innovative practice changes to optimise the Clinical Pharmacy Service

Occupational Health and Safety

- Participation in the pharmacy department occupational health and safety program is mandatory.
- Report to the management any unsafe work practices, hazards, and near miss incidents and accidents to the management

Continuing Education and Competency

- All pharmacy staff must participate in the training and assessment processes including relevant competency assessments in the area of practice.
- All pharmacists must undertake the continuing professional development (CPD) activities as required by the Pharmacy Board of Australia.
- All pharmacists must participate in the Royal Melbourne Hospital pharmacist continuing education program.
- All pharmacists must participate in an ongoing competence assessment program (shpa clinCAT) as part of an overall staff development program

Other Responsibilities

- Clinical Team Leader to staff working within 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 Clinical Pharmacy team.
- Participate in the Pharmacy Department's Performance Development Program.
- Attendance of relevant meetings as the pharmacy representative
- Participate in on-call, after-hours and weekend services



Key Relationships

Internal

- Patients
- Pharmacy Staff
- Director & Deputy Directors of Pharmacy
- Nurse Unit Managers
- Medical Staff
- Nursing staff
- Allied Health Staff

External

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

Selection Criteria

Mandatory Qualifications:

- Registered as a pharmacist with AHPRA

Essential Experience for Performance in this Position:

- A minimum of 5 years' experience in specialist area of practice
- Commitment to patient 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.
- Mandatory Police Check, Working With Children's Check and Immunisation Assessment required.
- 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.
- 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

Desirable but not essential for Performance in this Position:

- Masters in Clinical Pharmacy (or equivalent clinical qualification such as Board of Pharmaceutical Specialities certification).
- Demonstrate commitment to development of the profession through involvement in relevant pharmacy organisations. (e.g. SHPA, 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



Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals. Below is a list of capabilities and the attainment level required in this position.

Capability Name	Attainment Level
Organisational savvy	Consolidation
Communicating effectively	Mastery
Building relationships	Mastery
Patient and consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Consolidation
Integrity and ethics	Consolidation
Delivering results	Consolidation
Analysis and judgement	Consolidation
Developing and managing skills and knowledge	Consolidation

Health, Safety and Wellbeing

The RMH aims 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 to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;



- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



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
