

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Pharmacist - Medication Safety
<b>Business Unit/Department:</b>	Pharmacy
<b>Division:</b>	Clinical Support and Specialist Clinics
<b>Award/Agreement:</b>	Medical Scientists, Pharmacists and Psychologists VPS Enterprise Agreement 2021 - 2025
<b>Classification:</b>	Grade 3 (SX6 to SX81)
<b>Reports To:</b>	Lead Pharmacist - Medication Safety
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	1 December 2025

### Position Purpose

The Senior Pharmacist - Medication Safety provides leadership and expertise in the safe use of medicines across Western Health. In collaboration with the Lead Pharmacist - Medication Safety, the role is focused on reducing medication-related harm, promoting a culture of safety and ensuring compliance with NSQHS Standard 4, Medication Safety. The position collaborates with multidisciplinary teams to identify risks, develop strategies, and implement policies and procedures aimed at improving medication safety practices and addressing medication-related elements of the relevant ACSQHC Clinical Care Standards.

**The role will require staff to be flexible with their working hours to meet the changing operational demands and can include being on call, working after hours, on weekends and public holidays. Staff may be required to travel and work across the various Western Health campuses, programs, and partner organisations. Compliance with mandatory training as per Western Health Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.**

### Business Unit Overview

The Western Health Pharmacy Service provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine, Footscray and Williamstown Hospitals. The Hospital Pharmacy department also provides support services to the Sunbury Community Hospital, Melton Hospital, Bacchus Marsh Hospital and Dame Phyllis Frost Centre.

The objectives of the service are:

- To ensure safe, rational, and cost-effective use of medicines.
- To provide up to date expert information and advice on medication and medication therapy to patients and staff of Western Health.

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- To offer effective and efficient procurement and distribution of medications.
- To provide support for education and research.

## Key Responsibilities

### Leadership and Strategy

- Represent the health service by providing support for NSQHS Standard 4, Medication Safety, and any other relevant standards applicable to the provision of safe care and quality use of medicines across Western Health.
- Act as a medication safety subject matter expert (SME) in interactions with internal and external stakeholders.
- In collaboration with the Lead Pharmacist - Medication Safety, advise the Deputy Director of Pharmacy - Quality and Informatics, and Director of Pharmacy on medication safety matters.
- Participate in and support Medication Safety working groups and the Medication Safety Committee (MSC), including performing secretarial functions for committee meetings, reviewing and providing feedback on papers for committee presentation, and assisting with preparing and presenting the annual MSC report to Safe Care, as required.
- Monitor and implement Clinical Care Standards in collaboration with nominated pharmacy leads.
- Represent Western Health in state and national forums focused on medication safety and actively contribute within these groups. This includes VicTAG QUM, SCV and HSV (only in an advisory capacity for product presentation labelling).

### Medication Safety Programs

- Work closely with multidisciplinary stakeholders and the Medication Safety Committee to assist with review and update of the Operational Risk Register.
- Support the development of a structured Medication Safety Plan and database of medication safety improvement activities, to inform work priorities.
- Support the completion of medication safety self-assessments and audits such as the medication safety initiative and security audit, followed by development of action plans and implementation of process improvements.
- Assist with medication incident reporting for pharmacy, ensuring thorough analysis, follow-up, and implementation of corrective actions to prevent incidence recurrence.
- Prepare reports on medication safety performance as required.
- Assess clinical incidents and identify trends in errors relating to medicines.
- Utilise data from medication incidents and audits to inform risk management strategies.
- Collaborate with the Best Care Governance and Support Division and participate in root-cause analyses of specific incidents, recommend system changes and evaluate feedback and outcomes.
- Identify and implement organisation-wide safety processes for high-risk medication packaging.
- Advise on product labelling and safety considerations that may arise from medication shortages or presentation changes, as required.

### Education, Training and Research

- Provide education and training to staff on medication safety and raise awareness of high-risk medicines and associated practice changes and/or improvements.
- Present educational sessions to various audiences as required.
- Actively participate in staff development through continuing education and attendance and presentation at conferences.
- Identify opportunities for research and quality improvement relating to medication safety and lead or support these projects and initiatives.
- Support development of medication safety and auditing skills of other pharmacy staff members through staff engagement and assisting and/or guiding staff members to undertake medication safety projects.
- Assist in the development of employees by providing supervision, coaching and mentorship.

### Collaborative Practice

- Assist with additional departmental duties as required by the Deputy Directors of Pharmacy and Director of Pharmacy.

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- Work collaboratively to achieve desired outcomes for the organisation.
- Contribute to the development and review of relevant protocols, policies, procedures and guidelines.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation.
- Communicate and liaise with patients, medical, nursing/midwifery and other professional staff as required.
- Provide services in line with the AdPha standards of pharmacy practice.
- Participate in weekend and on-call rosters as required.
- Participate in the development of and provide supervision and oversight in staff competency and training programs e.g. internship, residency.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Pharmacy staff
- Clinical staff
- Hospital departments, units, committees

#### External:

- Other health providers
- Professional societies and committees
- Wholesalers and manufacturers
- Patients and their family/carers

### Selection Criteria

#### Essential

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 5 years of hospital pharmacy experience across diverse hospital settings.
- Proven record of achievement as a hospital clinical pharmacist with highly developed clinical skills.
- Knowledge of pharmacy and related legislation, and accreditation standards.
- Highly developed written and oral communication skills.
- Strong leadership and interpersonal skills, with the ability to influence and collaborate with a diverse range of stakeholders.
- Demonstrated involvement with improvement initiatives in a healthcare setting, with particular emphasis on medication safety.
- Excellent analytical skills, including the ability to interpret data and develop evidence-based recommendations.
- Ability to manage multiple projects, prioritise effectively and meet deadlines in a fast-paced healthcare environment.
- Information systems and technology proficient.
- Knowledge and understanding of all relevant aspects of pharmacy services, and a demonstrated ability to practice in accordance with AdPha Standards of Practice for Clinical Pharmacy.
- Commitment to continual professional development and the ability to keep abreast of current knowledge and best practices.

#### Desirable

- Relevant postgraduate qualification in clinical pharmacy, or an equivalent.
- Participation in a relevant Speciality Practice or Interest Group.
- Experience working with incident reporting and risk management systems.

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## Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

## General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to gender equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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