

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Pharmacist - Automated Medication Management
<b>Business Unit/Department:</b>	Pharmacy
<b>Division:</b>	Clinical Support & Specialist Clinics
<b>Award/Agreement:</b>	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 3 – Year 1 to Year 4 (SX6 to SX81)
<b>Reports To:</b>	Lead Pharmacist – Automated Medication Management
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	15/12/2025

### Position Purpose

The Senior Pharmacist - Automated Medication Management (AMM), is responsible for the analysis, design, build, configuration and testing of automated medication management processes at Western Health (WH). They will provide leadership and advocacy to ensure the successful management of day-to-day operations of automated medication management systems and utilise data analysis and reporting capabilities offered by these systems, to increase medication safety and efficiency.

This role will involve supporting the Lead Pharmacist - Automated Medication Management in implementing, optimising, and governing automated medication management workflows across WH. The role ensures safe, efficient, and compliant medication management processes through integration across other WH clinical applications and systems. The position provides expert clinical and technical oversight, supports change management, and drives innovation in medication safety and workflow automation.

This is a new role supporting the adoption of automated medication management systems at WH. As a result, it is expected that this position description will evolve in line with future innovation and adoption of automated medication management systems.

### 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 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 information and advice on medicines and medication therapy to patients and staff of Western Health.
- To offer effective and efficient procurement and distribution of medicines.
- To provide support for education and research.

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## Key Responsibilities

### Leadership and Strategy:

- Proactively engage with relevant stakeholders and contribute to automated medication management solutions and workflow decisions for future capital projects.
- Act as an automated medication management subject matter expert (SME), in interactions with internal and external stakeholders.
- In collaboration with the Lead Pharmacist - Automated Medication Management, advise the Deputy Director of Pharmacy - Quality and Informatics, and Director of Pharmacy, on matters pertaining to automated medication management.
- Represent WH in forums that deal with automated medication management at a state and national level and actively contribute within these groups.

### Provision of Care:

- Support the planning and safe implementation of AMM solutions across WH, including the transition from project to business as usual (BAU) activities.
- Contribute to the review of build and workflow decisions made during the project phase to ensure their ongoing suitability following implementation.
- Maintain and optimise AMM solutions by regularly assessing performance, proactively identifying and resolving issues, and implementing updates or upgrades as needed.
- Troubleshoot and resolve technical software or hardware issues promptly, to minimise downtime and disruptions to WH operations.
- Develop and generate reports to support pharmacy and nursing and midwifery operations, compliance, and performance improvement initiatives.
- Utilise data analytics tools to provide insights into medication procurement, medication use and financials, to guide decision making that promotes sustainability.
- Assist with stock optimisation usage reports and feed back to the relevant pharmacy and ward staff.
- Oversee user provisioning and deprovisioning for the relevant automated medication management solutions.
- Ensure any risks, clinical incidents and adverse events relating to automated medication management solutions are reported and investigated appropriately, and prevention strategies are implemented to ensure the safety of all patients and consumers.
- Ensure that existing procedures are followed.
- To perform other duties as delegated by the Lead Pharmacist - Automated Medication Management, Deputy Directors or Director of Pharmacy.
- To participate in weekend and on-call rosters.

### Collaborative Practice:

- Act as a liaison between clinicians and information technology teams to facilitate effective communication and collaboration.
- Communicate with staff across WH regarding automated medication management solutions.
- Engage with DH, DTS, Oracle Health, Pharmhos, AMC vendor(s), pharmacy, and nursing and midwifery stakeholders, to contribute to the design and implementation of fit for purpose automated medication management solutions.
- Create and maintain a network of key external relationships to support the role and remain informed of best practice.
- In collaboration with the Lead Pharmacist - Automated Medication Management:
  - Manage change that may result from implementing new or enhancing existing automated medication management solutions through effective staff engagement and support.
  - Liaise with DTS, Digital Health and vendors as necessary to schedule and implement system upgrades, patches and enhancements.
  - Review and benchmark pharmacy systems use with other major Australian hospitals to ensure best practice service delivery.
- Support the Lead Pharmacist - Automated Medication Management, in performing vendor management functions as directed by the Deputy Director of Pharmacy - Quality and Informatics, or the Director of Pharmacy.
- Support reviews of workflows with end users to maximise the benefits of automated medication management solutions.

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- Participate in Western Health committees and working groups where appropriate.
- Work collaboratively to achieve desired outcomes for the organisation.

#### **Quality Improvement:**

- Maintain a quality improvement focus and ensure that use of automated medication management solutions comply with ACHS requirements for accreditation.
- In collaboration with the Lead Pharmacist - Automated Medication Management:
  - Proactively identify areas for improvement and develop, implement and evaluate quality improvement solutions to enhance patient safety and deliver exceptional patient outcomes.
  - Enhance patient outcomes by implementing systematic and evidence-based improvement initiatives.
  - Identify opportunities to implement new automated medication management solution strategies e.g., system integration with internal and external parties, through staff engagement and via knowledge of solutions in use.
- Analyse data and conduct thorough assessments to identify where quality improvement is required.
- Provide specialist input to contribute to the successful implementation of informatics strategies such as integration and new automated medication management solutions deployment.
- Support system testing as required.

#### **Professional Development: Education, Training and Research:**

- Develop and maintain procedures relating to automated medication management systems use to ensure that all staff understand and are adequately trained in implementing and complying with such procedures.
- Develop and oversee an education portfolio relating to automated medication management solutions, including but not limited to, training and assessing pharmacy staff. This includes maintaining records of staff training and education, in collaboration with the pharmacy education team.
- Assist in developing an ongoing BAU training plan for pharmacy staff pertaining to automated medication management workflows.
- Ensure that pharmacy staff have the skills they require to perform duties relating to the use of automated medication management solutions.
- Co-ordinate the orientation and training of pharmacists in the role of the Senior Pharmacist - Automated Medication Management, to ensure that services are fully maintained during periods of planned and unplanned leave.
- Engage proactively in research, publications and presentations relevant to WH's automated medication management solutions.

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
- Digital Technology Services (DTS)
- Digital Health Team
- Nursing and Midwifery staff
- Relevant capital works teams
- Other Western Health staff

#### **External:**

- Pharmacy Information System vendor (e.g., Pharmhos)
- AMC vendor(s)
- Pharmacy staff in similar roles within other networks
- Other healthcare networks
- Other vendors

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Selection Criteria
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Completion of a Bachelor of Pharmacy or equivalent.</li> <li>• Registered pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).</li> <li>• At least 5 years' experience in hospital pharmacy.</li> <li>• Comprehensive knowledge of pharmacy services and demonstrated adherence to AdPha's Standards of Practice for Clinical Pharmacy.</li> <li>• Ability to engage effectively with diverse stakeholders to achieve desired outcomes.</li> <li>• Demonstrated ability to implement change.</li> <li>• Highly developed verbal and written communication skills.</li> <li>• Demonstrated ability to manage multiple time constraints, prioritise workloads effectively and meet deadlines consistently.</li> <li>• Highly developed knowledge of hospital medication management workflows.</li> <li>• Demonstrated experience in electronic medicines management within a complex, ambiguous and rapidly changing environment.</li> <li>• Ability to adhere to Western Health's key behaviours.</li> <li>• Ability to identify improvement opportunities and lead projects through multidisciplinary working groups and committees.</li> <li>• Strong commitment to continual professional development, maintaining current knowledge and adhering to best practices.</li> <li>• Demonstrated commitment to continuous quality improvement processes.</li> <li>• Demonstrated commitment to high quality data collection and analysis.</li> <li>• Exceptional computer literacy and strong technical proficiency.</li> <li>• Highly developed skills in staff supervision and teaching, including delivery of training to a professional audience.</li> <li>• Demonstrated commitment to customer-focused service management and development.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Proven expertise and skills in managing and solving large-scale and/or complex service issues whilst contributing to the development of relevant professional standards and work practices that reflect best practice.</li> <li>• Knowledge and experience of information systems and technology including testing and resolution of identified anomalies.</li> <li>• Relevant Post Graduate qualifications (e.g., in informatics, management and/or project management).</li> <li>• Management experience of complex pharmacy services.</li> <li>• Lead or participate in relevant forums, networks, committees, or professional bodies at a local, state-wide or national level to apply/drive high level strategy pertaining to pharmacy systems and contribute to the development of professional standards.</li> </ul>
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police/criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Western Health in any action it considers necessary to maintain a safe working environment, without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except as necessary to perform your employment duties at Western Health</li> <li>• 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</li> </ul>

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- 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 regarding 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 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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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