

POSITION DESCRIPTION

Position Title:	Pharmacy Student
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Pharmacy Student (RQ9)
Reports To:	Dispensary Managers
Direct Reports:	N/A
Date Prepared/Updated:	18 December 2025

Position Purpose

Under the supervision of a pharmacist, the pharmacy student contributes to the functions of the pharmacy department by:

- Assisting in the completion of quality improvement activities.
- Assisting in the dispensing of inpatient, outpatient & discharge prescriptions.
- Assisting in the transfer of imprest medicines to clinical areas.
- Assisting in the provision of clinical pharmacy services.
- Assisting in the day-to-day maintenance of the pharmacy department and dispensary area.

Business Unit Overview

The Western Health Pharmacy Department 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 Sunbury Community Hospital, Melton Day 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.
- Provide up to date information and advice on medication and medication therapy to patients and staff of Western Health.
- Offer effective and efficient procurement and distribution of medications.
- Provide support for education and research.

Key Responsibilities

Under the supervision of a Pharmacist:

Provision of Care, including:

- Assist in keeping the medication storage areas tidy under the supervision of a pharmacist so that medication safety is assured.
- Assist in keeping all work areas in a tidy state.
- Demonstrate the ability to adapt to a changing environment and show initiative within it.

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- Demonstrate the ability to identify and solve problems and to meet time constraints.
- Provide dispensing services.

Collaborative Practice, including:

- Practice collaboratively as part of a multidisciplinary team.
- Participate in drug evaluations and ward-based quality assurance activities.
- Answer the telephone as required, and assist the customer where possible, or direct the call to the appropriate member of staff.
- Liaise with community pharmacies, where appropriate, to ensure the continuity of care for patients regarding medications under the supervision of a pharmacist.
- Sort and allocate ward requests received in person, by fax or other means.
- Perform other duties as delegated by the Senior Pharmacist - Education and/or Pharmacist Team Leads.

Health Values, including:

- Display the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues.
- Model the behaviours and actions outlined in the Western Health vision for Best Care.
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care.

Professional and Ethical and Legal Approach, including:

- Operate in accordance with all Victorian and national pharmacy legislative requirements.
- Verify that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff.
- Maintain consistent performance standards.

Lifelong Learning, including:

- Participate in ward pharmacist meetings and education sessions.
- Participate in departmental research, publication and presentation activities relevant to clinical pharmacy.
- Participate in relevant professional development opportunities.
- Support the Director, Pharmacy Services by participating in ongoing utilisation and audit activities.

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
- Medical staff
- Nursing and midwifery staff
- Ward and administrative staff

External:

- Community pharmacies
- Other hospitals
- General practitioners

Selection Criteria

Essential:

- Undertaking Bachelor of Pharmacy or equivalent.
- Well-developed written, oral and interpersonal communication skills, and the ability to co-operate with all hospital staff and patients.
- General computer skills and knowledge of information systems and technology.

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Desirable:

- Experience in hospital pharmacy.

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 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 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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