

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Pharmacist – Women’s & Children’s Services
<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>	Deputy Director of Pharmacy – Clinical Services
<b>Direct Reports:</b>	Grade 2 Clinical Pharmacist – Women’s Services Clinical Pharmacists – Rotational Pharmacy Interns and Students (operational management)
<b>Date Prepared/Updated:</b>	2 February 2026

Position Purpose
<p>The Senior Pharmacist – Women’s and Children’s Services is responsible for providing senior clinical leadership in best medication management across the Women’s and Children’s Division. This is achieved in accordance with clinical care and pharmacy service standards to ensure safe, effective and high-quality patient care.</p> <p>The role is responsible for developing governance frameworks, continuously reviewing processes, and leading quality improvement initiatives to ensure a consistent and coordinated experience for patients, carers, and healthcare professionals across Women’s and Children’s Services.</p> <p>The Senior Pharmacist – Women’s and Children’s Services will also contribute to education and research activities and undertake line management of pharmacists working within Women’s and Children’s Services, including supervision, performance development, and professional guidance to maintain excellence in pharmaceutical care.</p> <p>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.</p>
Business Unit Overview
<p>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.</p>

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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

### Key Responsibilities

#### Provision of Care:

- Provide clinical and operational pharmacy services by exercising professional judgement and applying evidence-based practice, with the goal of ensuring safe, efficient and economical use of medicines for all patients. This can include but is not limited to clinical pharmacy services; participation in ward rounds; review of non-admitted patients; advanced scope of practice such as collaborative prescribing models.
- Ensure clinical services are provided according to the Advanced Pharmacy Australia (AdPha) Clinical Pharmacy Standards and comply with legislative requirements.
- Contribute to the development and review of policies, procedures and guidelines.
- Coordinate the development and review of the Western Health Neonatal Medication Protocols to ensure evidence-based practice for neonatal patients.
- In collaboration with Digital Health and the Senior Pharmacist – Electronic Medication Management, contribute to Electronic Medical Record (EMR) and infusion pump optimisation to support safe medication prescription and administration practices.
- Ensure compliance with the Western Health Drug Formulary and decisions of the Drug and Therapeutics Committee.
- Provide guidance to pharmacists in relation to supply and distribution of medication to meet best practice standards.
- Ensure medicines are stored in accordance with legislation and local policies and procedures, and that all checklists relating to medication storage for allocated clinical areas are completed at required intervals.
- Ensure processes are in place to facilitate the communication of patient medication requirements with carers and/or relevant healthcare providers in other hospitals and in the community.
- Participate actively as a pharmacy representative at relevant committees and working groups.
- Work collaboratively and respectfully with multidisciplinary team members to achieve desired outcomes for patients through effective communication, attendance, and participation in Women's and Children's Services meetings.
- Supervise other pharmacy staff involved in providing pharmacy services within the team and the wider Pharmacy Department as required.
- Adhere to all Western Health policies and procedures, including confidentiality obligations regarding patients, consumers and colleagues.
- To provide clinical and operational pharmacy services where required as outlined in the Grade 1 and 2 Pharmacist position description to ensure efficient and effective provision of services.
- Perform other duties as delegated by the Deputy Directors of Pharmacy or the Director of Pharmacy.

#### Quality & Service Monitoring:

- Develop, implement and ensure compliance with policies and procedures relating to Women's and Children's pharmacy services.
- Investigate and assess reported incidents and identify trends in errors relating to medication management.
- Ensure compliance of pharmacy services with the National Safety and Quality Health Service Standards for accreditation requirements.
- Conduct medication audits to measure and assess the quality of pharmacy services.
- Promote the rational use of medicines by leading quality and safety projects.
- Identify research opportunities and coordinate quality assurance initiatives to improve service delivery for Western Health patients.
- Produce and present Pharmacy Department reports to relevant committees as required.

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- Facilitate the recording, analysis and reporting of pharmacy KPIs (such as pharmacist interventions, workload statistics).
- Benchmark services against other major Australian hospitals to ensure best practice and cost-effective service delivery.
- Collect, report and respond to nursing/midwifery, allied health and medical staff feedback regarding pharmacy services.

#### **Financial Management:**

- Review inventory management and identify opportunities to reduce expenditure. This includes participation in imprest reviews and conversion to alternative medication therapies.
- Contribute to the development and monitoring of financial risk reduction and identify and implement strategies for cost control.

#### **Education & Competency:**

- Develop and deliver orientation/training frameworks for pharmacists to ensure they have the skills for effective practice in the area, including ClinCATs (where appropriate), mandatory training and role-specific professional development.
- Participate in developing relevant educational material and competency assessments for pharmacy staff, including for staff involved in training programs such as intern and resident training programs.
- Provide education to staff within and external to the Pharmacy Department.
- Participate in relevant conferences, seminars and related educational activities.
- Maintain affiliation with professional bodies.

#### **Team Lead Responsibilities:**

- Line manage staff within the team, including roster duties (daily shifts, ADO allocations, planned leave and unplanned leave) to maintain service delivery.
- Liaise with other Team Leads, Lead Pharmacist - Workforce, and Deputy Directors of Pharmacy to optimise staff and resource utilisation.
- Provide leadership, support and performance development for direct reports (including annual Performance Development Plans).
- Manage employees through effective recruitment, retention and development strategies.
- Foster a learning environment and promote teamwork in delivering pharmacy services.
- Ensure team members are supported to maintain high work standards.
- Review and, where appropriate, modify work practices pertaining to Women's and Children's pharmacy services.
- Ensure pharmacists adhere to Western Health processes and actively manage deviations by completing performance management plans if required.
- Serve as a role model and mentor, promoting good work practices, professional development and ethical behaviour.

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, Nursing/Midwifery, and Allied Health staff
- Nurse Unit Managers, Heads of Unit
- Clinical Services Directors, Divisional Directors, Operations Managers
- Hospital departments, units, committees

##### **External:**

- Patients and their family/carers
- Community pharmacists
- Community-based and aged care service providers
- General practitioners and specialists

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- Public and private hospital staff
- Universities
- Professional societies and committees including SIGs

### Selection Criteria

#### Essential:

- Completion of Bachelor of Pharmacy or equivalent.
- Registered pharmacist with Australian Health Practitioners Regulation Agency (AHPRA).
- A minimum of 5 years of hospital clinical pharmacy experience across diverse hospital settings.
- Proven record of achievement as a clinical pharmacist with highly developed clinical skills in women's, children's, and/or neonatal pharmacy services.
- Ability to engage effectively with diverse stakeholders to achieve desired outcomes.
- Ability to adhere to Western Health's key behaviours.
- Exceptional written and verbal communication skills.
- Well-developed staff supervision and interpersonal skills, with a collaborative approach to working with hospital staff and patients.
- Comprehensive knowledge of pharmacy services and demonstrated adherence to AdPha Clinical Pharmacy Standards.
- Strong commitment to continuing professional development, maintaining current knowledge and adhering to best practices.
- Demonstrated commitment to continuous quality improvement processes, leadership initiatives, service development and innovation, and ongoing change management.
- Ability to identify improvement opportunities and lead pharmacy-related projects through multidisciplinary working groups and committees.
- Demonstrated ability to manage multiple time constraints, prioritise workloads effectively and meet deadlines consistently.

#### Desirable:

- Experience in line management of hospital pharmacy staff.
- Recognised postgraduate Master level degree in clinical pharmacy or equivalent.
- Commitment to the development of the profession through involvement in relevant special interest groups (e.g. AdPha, PSA) or organisations relevant to the specialty.

### 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 the course of 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), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with

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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 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 that 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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