

## POSITION DESCRIPTION

<b>Position Title:</b>	Lead Pharmacist - Education and Research
<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>	TA20 - TA22
<b>Reports To:</b>	Deputy Director of Pharmacy - Quality and Informatics
<b>Direct Reports:</b>	Senior Pharmacist - Education Senior Pharmacist - Education, Quality and Informatics
<b>Date Prepared/Updated:</b>	28 March 2025

### Position Purpose

The Lead Pharmacist - Education and Research, provides leadership and expertise in the development, implementation and evaluation of education and research initiatives within the Pharmacy Department. The role ensures the advancement of hospital pharmacy practice through evidence-based research, service development, quality improvement, education, and collaboration with healthcare and academic institutions. The position plays a critical role in integrating education and research into clinical services to enhance patient care and hospital-wide medication management practices.

Key functions of the role include:

- Overseeing development and improvement of the pharmacy education and training programs, including the AdPha ClinCAT, Resident and Registrar Training Programs and Intern Program.
- Pharmacy technician workforce development.
- Supporting development and implementation of credentialing for pharmacist and pharmacy technician extended and advanced practice activities.
- Supporting and building research capability within the Pharmacy Department.

The role will work closely with Team Leads, with support from Pharmacy Management, to develop and build capability in the pharmacy workforce.

**The role will require staff to be flexible with their working hours to meet the changing operations 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.**

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## 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
- 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

### Leadership and Strategy

- Line management responsibilities for Senior Pharmacy Education staff members.
- Provide strategic guidance and leadership to contribute to the advancement of quality pharmacy services.
- Oversee the department's education and training programs and continuing professional development (CPD) activities.
- Identify, develop, implement and evaluate quality improvement and research activities to optimise pharmacy services.
- Oversee the development of research proposals, ethics approvals, and publication of findings in peer-reviewed journals.
- Foster a culture of innovation and continuous improvement in pharmacy practice.
- Support the orientation of new starters.
- Facilitate and oversee pharmacy student experiential placements.
- Act as the department's education subject matter expert (SME), in interactions with internal and external stakeholders.
- Advise the Deputy Director of Pharmacy - Quality and Informatics, and Director of Pharmacy, on matters pertaining to staff education.
- Supporting other tasks and responsibilities within the Quality and Informatics portfolio during periods of leave.

### Education, Training and Research

- Provide mentorship, supervision and training to new and existing pharmacy staff.
- Lead educational activities and foster an environment of continuous education, learning and skills development for pharmacy staff.
- Actively participate in multidisciplinary education programs to promote interprofessional learning and education.
- Monitor and report on work practices and outcomes, including initiating, planning, and evaluating relevant quality and research initiatives.
- Identify research opportunities, secure funding, and collaborate with academic institutions and other healthcare professionals.
- Actively participate in staff development through continuing education and attendance and presentation at conferences.

### Collaborative Practice

- Engage with the Pharmacy Leadership Group to support and facilitate training and education programs.
- Build and maintain strong relationships with universities, research organisations and professional bodies.

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- Engage with internal and external stakeholders to enhance hospital-based education and research opportunities.
- Advocate for the role of pharmacists in education, research and policy development.
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected.
- Communicate and liaise with patients, medical, nursing and other professional staff as required.
- Work collaboratively to achieve desired outcomes for the organisation.
- 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.
- Provide services in line with the relevant AdPha Standards of Practice.
- Provide clinical or operational pharmacy services as required.
- Assist with additional departmental duties as required by the Deputy Directors of Pharmacy and Director of Pharmacy.
- Contribute to the development and review of relevant protocols, policies, procedures and guidelines.
- Participate in weekend and on-call rosters as required.

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
- Centre for Education
- Research staff
- Hospital departments/units/committees

#### External:

- Other health providers
- Pharmacy Universities & Box Hill TAFE
- Registered Training Organisation (RTO) Managers
- Advanced Pharmacy Australia (AdPha)
- Professional societies and committees

### Selection Criteria

#### Essential

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Proven record of achievement as a hospital clinical pharmacist with highly developed clinical skills.
- Demonstrated ability to develop, implement, and evaluate education and research programs.
- Extensive experience and a proven record of achievement in training, educating and mentoring of pharmacy staff in a healthcare setting.
- Knowledge and understanding of different learning and supervision styles and an ability to apply these styles to teaching of staff with a broad range of abilities and skills.
- Highly developed written and oral communication, negotiation and interpersonal skills.
- Strong leadership and interpersonal skills, with the ability to influence and collaborate with a diverse range of stakeholders.
- Extensive experience with leading and managing teams.
- Well-developed knowledge of information systems and technology, and the ability to apply this knowledge for education purposes
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with the relevant AdPha Standards of Practice.
- Demonstrated experience in identifying and leading improvement initiatives in a healthcare setting.

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- Commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices.
- Work ethic demonstrates punctuality, initiative and professional autonomy.

#### **Desirable**

- Relevant postgraduate qualification in clinical pharmacy, education or research.
- Experience with implementing advanced or extended scope of practice models for pharmacists and/or pharmacy technicians.
- Membership and participation in relevant AdPha Speciality Practice Groups.
- Experience in securing research funding and publishing in peer-reviewed journals.

#### **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), 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

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