

POSITION DESCRIPTION

Position Title:	Dispensary Pharmacist
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Year 1 to Year 4 (SX2 to SX5)
Reports To:	Senior Pharmacist - Dispensary Manager
Direct Reports:	N/A
Date Prepared/Updated:	27 April 2026

Position Purpose

The Dispensary Pharmacist, Grade 2, is responsible for the provision of the dispensing services provided to inpatients and outpatients, including Western Health@Home patients. In addition, this position is responsible for assisting the Senior Pharmacist - Dispensary Manager in the co-ordination of dispensing services, patient education and operational management of the dispensaries. Services are provided in accordance with all relevant legislative, PBS and practice standard requirements.

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 early start or after-hours shifts, 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 Department provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine, Footscray and Williamstown Hospitals. The Pharmacy Department also provides pharmacy services to the 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

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Key Responsibilities

Provision of Care, including:

- To practice in accordance with legislative requirements, accreditation standards and AdPha Guidelines relating to dispensary services.
- Under the guidance of the Senior Pharmacist - Dispensary Manager, co-ordinate the day-to-day operations of the dispensary service.
- To provide dispensing services as per Pharmacy Standard Operating Procedures and Western Health Organisational Policies, Procedures and Guidelines.
- To participate in clinical pharmacist activities where required, as per the Clinical Pharmacist Position Description.
- To review all medication orders for legibility, legality, therapeutic appropriateness, dosage and safety, and initiate any modifications where required via direct communication with the prescriber where possible.
- To endorse all medication charts and prescriptions with appropriate information to ensure unambiguous orders are clarified and therefore assist in the right patient receiving the right medicine in the right dose at the right time.
- To advise prescribers on medication efficacy, side effects and safety, and where appropriate to advise on alternative therapies.
- To be proactive in recommendations for cost effective medication therapy.
- To provide medication counselling and information to all patients/carers and assist clinical pharmacists with discharge and leave prescription counselling.
- To liaise with the patient's community pharmacy regarding the preparation of the dose administration aid where required.
- To assist with checking the ward imprest services/ night store replacements provided by pharmacy technicians are performed accurately and efficiently
- To provide medicines information to medical, nursing and allied health staff.
- To comply with the Western Health dispensary procedures, Drug Formulary and medication policies.
- To ensure that PBS prescriptions dispensed fulfil Medicare requirements and comply with Western Health dispensing policies.
- To dispense the appropriate amount of medication for each individual patient as per relevant procedures.
- Regularly record pharmacy KPIs and workload statistics to ensure timely delivery of services
- Analyse dispensary KPIs and formulate improvement strategies where appropriate.
- To ensure that the relevant approvals have been obtained prior to dispensing medication.
- Act as the Senior Pharmacist – Dispensary Manager, when required during periods of leave and to perform the responsibilities of these roles in accordance with the relevant position description.
- To perform other duties as delegated by any member of the Pharmacy Senior Management Team.
- To promote medication safety both within the Pharmacy Department and to other health professionals.

Professional, Ethical and Legal Approach, including:

- Act in accordance with all Victorian and national pharmacy legislative requirements.
- Maintain performance standards consistent with AdPha Guidelines for Clinical Practice and Western Health Procedures.
- Ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff.
- Comply with confidentiality obligations regarding patients, consumers and colleagues.
- Document pharmacy dispensing incidents in Riskman.
- Proactively seek information regarding customer needs and identify opportunities for quality improvement in dispensary services.
- Demonstrate the value of pharmacy services to our customers and effectively promote the service.
- Ensure that OH&S requirements for the dispensary are adhered.

Collaborative Practice, including:

- Provide support to other hospital pharmacists and health care providers as required.

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- Liaise with other health professionals to maximise patient outcomes in relation to medication therapy.
- Contribute to the maintenance of dispensary Standard Operating Procedures
- Practice collaboratively as part of a multidisciplinary health care team and contribute to projects and initiatives.
- ensure that pharmacy staff are aware of Western Health procedures relating to pharmacy and supply of medications.
- Assist in providing structured training to all relevant pharmacy staff, including training for the application and maintenance of EMM initiatives across Western Health.
- Maintain affiliation with relevant professional bodies.

Lifelong Learning, including:

- To have up to date medication knowledge and work with other pharmacy staff to provide structured, contemporary and comprehensive training for pharmacy staff
- To participate in relevant conferences, seminars and related educational activities.
- Participate in departmental research, publication and presentation activities relevant to pharmacy
- To ensure pharmacists, intern pharmacists and students rostered to the dispensary are aware of procedures and their roles.
- Participate in medication evaluations and quality assurance activities and to support new initiatives
- To foster a learning environment and to promote teamwork for delivering pharmacy services.
- To assist in ensuring that all pharmacy staff adhere to Western Health and pharmacy specific policies and procedures.

Health Values, including:

- 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
- Demonstrate Western Health’s values when carrying out duties and in dealing with patients, consumers and colleagues
- Seek and act on opportunities to create Best Care
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- To ensure that processes are in place to facilitate the communication of patient medication requirements with carers and/or relevant health care providers in other hospitals and in the community to facilitate continuity of care.
- Assume financial responsibility within the role expectations of a dispensary pharmacist.
- Model the behaviours and actions outlined in the Western Health vision for Best Care

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 Staff
- Allied Health Staff
- Hospital Departments, Units, Committees

External:

- Patients
- Other Health Providers
- External contractors

Selection Criteria

Essential:

- Completion of Bachelor of Pharmacy or equivalent.

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- Eligible for registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Knowledge of pharmacy and related legislation.
- Proven compliance with pharmacy legislation and ability to ensure other staff are compliant with the same.
- Knowledge and understanding of all relevant aspects of hospital pharmacy services, and a demonstrated ability to practice in accordance with AdPha guidelines.
- Sound understanding of the PBS and ability to ensure that dispensing services comply with PBS requirements.
- Commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices.
- Demonstrated ability to plan, organise and prioritise workload and responsibilities and meet time constraints.
- Excellent communication and interpersonal skills.
- Works with a minimum of supervision.
- Ability to work as part of a team and contributes to projects and initiatives.
- Experience in the supervision of staff.

Desirable:

- Experience in coordinating dispensary activities.
- Relevant post-graduate degree/diploma.
- Have undertaken projects to improve the dispensary services.
- Knowledge and understanding of different learning and supervision styles, and an ability to apply these styles to teaching staff with a broad range of abilities and skills.
- Ability to employ information technology applications at a high level to improve service provision.
- Be familiar with dispensing, EMR software and ideally manufacturing experience in sterile and non-sterile, however if not then training will be provided where required.

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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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.

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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: _____

Employee's Signature: _____ Date: _____

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