

POSITION DESCRIPTION

Position Title:	Pharmacist – Manufacturing Services
Business Unit/Department:	Pharmacy Clinical
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 - Aseptic & Oncology Manufacturing
Direct Reports:	N/A
Date Prepared/Updated:	8 May 2026

Position Purpose

The Grade 2 Pharmacist – Manufacturing Services works as a key member of the Manufacturing Services Team at Western Health Pharmacy Department. The role involves participating in the safe preparation and delivery of sterile and non-sterile products including but not limited to cytotoxic, hazardous, biological, live organism, and non-cytotoxic preparations, as well as non-sterile products. The pharmacist will also contribute to other manufacturing pharmacy services provided at Sunshine Hospital, and services across other Western Health campuses as required. The role focuses on day-to-day operations activities undertaken in accordance with established policies, procedures and quality standards, under the direction and supervision of the Lead Pharmacist – Manufacturing Services or Senior Pharmacist – Aseptic and Oncology Manufacturing.

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.

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.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Key Responsibilities

Provision of Care, including:

- Develop, provide, and support the manufacturing pharmacy services to patients receiving any sterile and non-sterile product, and acting as a representative of the Pharmacy Department in matters relating to compounded products and patient care.
- Assist in the safe, accurate, and timely preparation and supply of aseptic compounded products for patient administration and use, including chemotherapy, monoclonal antibodies and clinical trials medications.
- Optimise doses and provide a cost-effective approach to ensure patients receive the most appropriate and correct treatment.
- Support pharmacy technicians working within the manufacturing service by providing guidance on day-to-day processes and referring performance or practice concerns to the Senior Pharmacist – Aseptic and Oncology Manufacturing.
- Assist in ensuring the manufacturing cabinets and refrigerators within the Manufacturing Services are appropriately maintained and escalate identified issues.
- Assist in maintaining appropriate stock levels, storage standards and workflow and report/escalate equipment or environmental issues.
- Assist with the collection and recording of workload statistics and KPI data to support service monitoring and reporting.
- Apply clinical pharmacy knowledge to support safe manufacturing practice and provide clinical information within scope of practice, referring complex issues for senior input.
- Review and endorse medication orders for legibility, legality, therapeutic appropriateness, dosage, and safety.
- Monitor patients' medication therapy for interactions, incompatibilities, appropriateness, and safety. Monitor patients' blood tests including biochemical, haematological, therapeutic drug monitoring, and reporting any abnormalities requiring intervention to medical staff.
- Report medication-related incidents in RiskMan, following discussion with the Senior Pharmacist – Aseptic and Oncology Manufacturing.
- Maintain awareness of manufacturing service demands to respond effectively to changes in workload or patient needs.
- Participation in pharmacy pre-packing services.
- Perform other duties as delegated by the Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy.
- Advise on issues relating to rational prescribing with respect to efficacy, side effects and safety. Where appropriate, to recommend alternative therapies to contribute to and modify the prescribing habits of medical staff.

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 and Compounding Practices and Western Health Procedures.
- Ensure that Schedule 8 and Schedule 4D stock levels, supplies, balances, monthly balance and expiry checks and associated documentation are kept and maintained for Sunshine Pharmacy Aseptic Suite as required by the DPCS specifications.
- Maintain required documentation and ensure compliance for non-formulary, Special Access Scheme (SAS), PBS Highly Specialised Drugs, compassionate access requests and clinical trial medications to relevant guidelines and procedures.
- Ensure compliance with the Western Health Drug Formulary, Drugs and Therapeutics Committee decisions and all relevant pharmacy policies and procedures, and are adhered by pharmacy, medical and nursing staff.
- Maintain consistent performance standards.
- Comply with established manufacturing protocols, procedures and guidelines, and provide feedback to senior pharmacist to support ongoing service improvement.
- Participate in risk assessments for the storage, handling, and compounding of medicines, ensuring adherence to relevant legislative or practice standards.
- Accurately dispense and process PBS prescriptions in line with Medicare and Western Health requirements.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Ensure all manufacturing activities comply with legislative requirements, Occupational Health and Safety standards, including correct use of personal protective equipment, safe handling of cytotoxic and hazardous medicines, and management of spills.
- Seek advice and escalate issues relating to practice, performance, training needs or workflow concerns to the Senior Pharmacist – Aseptic and Oncology Manufacturing.
- Provide services as per the Senior Pharmacist – Aseptic and Oncology Manufacturing position description during periods of planned or unplanned leave.

Collaborative Practice, including:

- Provide medication information to medical, nursing, and allied health staff, as well as to patients and carers as required.
- Collaborate with clinical services (e.g., Cancer Services, Ambulatory Services) to support safe and effective service delivery.
- Contribute to the maintenance of manufacturing related Standard Operating Procedures.
- Practice collaboratively as part of a multidisciplinary health care team and contribute to projects and initiatives including presentation and/or publication of service improvement projects.
- Assist Clinical Trials Pharmacy staff and research teams by providing operational support for the preparation and supply of clinical trial products.
- Participate in ward meetings to support safe and effective medication use and ensure patients' daily treatment plans are appropriately managed.
- Participate in audit activities and other duties that support the department's operations, as required.

Lifelong Learning, including:

- Participate in medication evaluations and quality assurance activities.
- Provide education sessions to staff and patients of the hospital and its clients as required.
- Contribute to the orientation and training of pharmacy staff, students, and technicians in the preparation of manufactured products under supervision, ensuring adherence to SOPs and safe practice.
- Participate in staff meetings and education sessions.
- Maintain up-to-date knowledge of oncology pharmacy practice, including new developments in haematology and medical oncology, and share relevant information with the team.
- Participate in relevant professional development opportunities.
- Participate in reviewing and improving personal work practices within pharmacy manufacturing services and discuss opportunities for improvement with the senior pharmacist.

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.
- Collaborate with other employees and patients/consumers to achieve the goals of Best Care.
- 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:

- Patients
- Medical and nursing staff
- Ward staff
- Pharmacy staff
- Environmental Services staff

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment

- Engineering Services Staff
- Hospital departments/units

External:

- Community pharmacists
- Community and aged care service providers
- General practitioners and specialists
- Public and private hospital staff
- External contractors

Selection Criteria

Essential:

- Bachelor of Pharmacy or equivalent.
- Registered pharmacist with Ahpra.
- Minimum 2 years of hospital pharmacy experience.
- Minimum 1 year of clinical pharmacy practice, in a range of clinical areas.
- Previous experience in providing manufacturing services, including oversight of aseptic and non-sterile manufacturing/production services.
- Ability to act as a point of reference within an area of specialisation.
- Well-developed written, oral, and interpersonal communication skills, with the ability to co-operate with all hospital staff and patients.
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with AdPha guidelines.
- Demonstrated high level performance, working autonomously with minimal supervision i.e., positive feedback from stakeholders, achievement of KPIs, recording of interventions, consistent practice in accordance with policies and legislation.
- Evidence of participation in practice improvement projects.
- Participation in the organisation, development and/or delivery of department education programs for pharmacy students, interns or pharmacy technicians.
- Demonstrated high level of communication and interpersonal skills.
- Demonstrated ability to identify and solve problems appropriately.
- Demonstrated ability to meet time constraints and to determine workload priorities.
- Well-developed computer skills.
- Maintains professional conduct including punctuality and attendance.
- Fosters and maintains working relationships.
- Ability to adapt to a changing environment and demonstrate initiative within it.
- Ability to understand and adhere to Western Health policies and procedures.

Desirable:

- Post graduate degree/diploma in clinical pharmacy, or equivalent.
- Experience in coordinating practice research.
- Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee level, or active membership of a health-service wide committee, including specialty practice groups in Manufacturing Services.
- Previous research project authorship with publication or presentation at conference.
- Demonstrated leadership skills.
- Experience with Electronic Medical Record systems e.g., Oracle EMR.

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.

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment

- 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 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 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: _____

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment