

POSITION DESCRIPTION

Position Title:	Senior Pharmacist
Business Unit/Department:	Pharmacy – Sunbury Community Hospital
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists Enterprise Agreement
Classification:	Grade 3 (SX6 to SX81)
Reports To:	Deputy Director of Pharmacy – Operations
Direct Reports:	Pharmacy Technicians
Date Prepared/Updated:	24 June 2025

Position Purpose
<p>The Senior Pharmacist – Sunbury Community Hospital will be responsible for the provision of clinical and logistical pharmacy services to the Sunbury Community Hospital. This role requires regular attendance at the Sunbury Community Hospital as well as other Western Health sites. The Senior Pharmacist - Sunbury Community Hospital may be required to assist with the management of other oncology pharmacy service sites and will be required to maintain a contemporaneous knowledge and the skills associated through regular exposure to these areas.</p>
Business Unit Overview
<p>The Western Health Pharmacy Service provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine, Footscray, Williamstown, Sunbury, Melton and Bacchus Marsh Hospitals.</p> <p>The objectives of the service are:</p> <ul style="list-style-type: none"> • To ensure safe, rational and cost effective use of medicines. • To provide up to date information and advice on drugs and drug therapy to patients and staff of Western Health. • To offer effective and efficient procurement and distribution of medications. • To provide support for education and research.
Key Responsibilities
<p>Provision of Care, including:</p> <ul style="list-style-type: none"> • Lead, co-ordinate, develop and provide pharmacy services to Sunbury Community Hospital and other oncology services as required.

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- Provide pharmacy services to the Sunbury Community Hospital (predominately consisting of day chemotherapy, day surgery/theatre and dialysis). Oncology services need to be delivered in consultation and collaboration with other Western Health oncology pharmacy staff.
- Provide pharmacy services which adhere to the guidelines determined by the Chemotherapy Governance Committee
- Contribute to the development of policies, procedures and guidelines pertaining to services provided to the Sunbury Community Hospital and oncology/chemotherapy treatments/processes.
- To perform other duties as delegated by the Deputy Directors or Director of Pharmacy
- To be trained, and subsequently assist, in the preparation of aseptic products for patient administration and use, including chemotherapy, monoclonal antibodies and clinical trials medication as required
- To participate in weekend and on-call rosters.
- Maintain a quality improvement focus within the department and ensure that the Sunbury Community Hospital performs in accordance with ACHS requirements for accreditation
- Ensure that all pharmacists involved in the provision of pharmacy services adhere to the Western Health key behaviours and participate in the management of any deviations from the documented staff and role behaviours.
- Co-ordinate the orientation and education of pharmacists in the role of the Senior Pharmacist – Sunbury Community Hospital, to ensure that services are fully maintained during periods of planned and unplanned leave.
- To co-ordinate and supervise the provision of pharmacy services to Sunbury Community Hospital to ensure that pharmacists are aware of and complete their responsibilities to maintain an efficient and, consistent high quality service.
- To review and, where appropriate, modify work practices pertaining to the pharmacy services in consultation with the Deputy Director of Pharmacy Operations.
- To ensure that pharmacists have the skills they require to perform duties relating to the provision of pharmacy services at Sunbury Community Hospital
- To develop and maintain policies and procedures relevant to the provision of services at Sunbury Community Hospital
- To actively participate as a member of the pharmacy senior management team, including holding the deputy secretary position of the Pharmacy Governance Committee
- To provide expert advice on pharmacy services and to communicate this to relevant staff
- To be a role model and mentor for the development of good work practices and ethical behaviour
- To assist in ensuring that all pharmacy staff adhere to Western Health and pharmacy specific policies and procedures
- To participate in the department's performance development program and conduct the performance development process where required in conjunction with the deputy director of pharmacy and/or clinical co-ordinator and/or dispensary manager

Professional, Ethical and Legal Approach, including:

- To oversee and assure the supply of required pharmaceuticals for patients and be involved in the rationalisation of medication supply.
- To assist the Deputy Directors and Director of Pharmacy by reviewing drug expenditure to identify and to lead the implementation of opportunities to reduce expenditure and maximise income.
- To ensure compliance with the Western Health Drug Formulary
- To review and provide monthly drug usage reports to Pharmacy
- To be proactive in recommendations for cost effective drug therapy
- To ensure that PBS claiming is optimised and that prescriptions fulfil HIC requirements and comply with Western Health dispensing policies.

Collaborative Practice, including:

- To collaborate with Western Health staff to implement service improvements to meet WH patient needs.
- To ensure liaison processes between the Western Health Pharmacy Service and Primary Care providers meet the needs of the customers
- To foster external relationships with relevant health care providers in the community
- 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.

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- To demonstrate the value of pharmacy services to our customers and to effectively market the service

Lifelong Learning, including:

- To identify areas requiring research and to co-ordinate quality assurance surveys and projects relating to the provision of pharmacy services at Sunbury Community Hospital.
- To develop programmes and provide structured training to all pharmacy staff.
- To develop an education framework for staff and patients of Western Health and its clients as required.
- To participate in the development of a clinical pharmacist competency program
- To participate in relevant conferences, seminars and related educational activities
- To be proactive in research, publication and presentation activities relevant to pharmacy practice
- To co-ordinate practice research relating to the provision of pharmacy services, in collaboration with the QUM pharmacist, Clinical Co-ordinators, Pharmacists in Charge and Deputy Directors of Pharmacy.
- To provide leadership and support to the Deputy Directors and Director of Pharmacy in monitoring trends and new developments in clinical pharmacy.
- To participate in the training of medical interns, residents, registrars and nursing staff.
- To maintain affiliation with professional bodies

Health Values, including:

- Work with the Sunbury Community Hospital and other Western Health staff to implement and maintain optimal logistical solutions for the delivery of pharmacy services to the Sunbury site.
- Manage Automated Medication Cabinet (AMC) machines that will be used as part of pharmacy service delivery to the site.
- Monitor and manage the financial performance associated with medication use at the Sunbury Community Hospital.
- Facilitate the recording and assist with the analysis of pharmacist interventions and clinical workload statistics for reporting of pharmacy KPIs.
- To support the Director of Pharmacy by participating in ongoing utilisation and audit activities.
- To supervise and assist in performance management of other pharmacists
- To develop key performance indicators and work load statistics relating to pharmacy services
- To monitor, record and collate clinical pharmacy KPIs and interventions
- To complete a minimum of one quality improvement initiative, via the prescribed format, annually
- To oversee and assure the supply of required pharmaceuticals

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
- Nursing Staff
- Director of Nursing and Midwifery – Sunbury Community Hospital

External:

- Professional societies and committees
- Other Health Service Providers
- External equipment providers

Selection Criteria

Essential:

- Completion of Bachelor of Pharmacy or equivalent
- Eligible for general registration with the Pharmacy Board of Australia
- Recognised post-graduate masters level degree or equivalent
- Ability to communicate effectively with organisational members across all levels

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- Ability to adhere to the Western Health key behaviours
- Knowledge and understanding of all relevant aspects of pharmacy services, and a demonstrated ability to practice in accordance with AdPha Standards of Practice for Clinical Pharmacy
- Commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices
- Ability to identify improvement opportunities and lead the development of the provision of pharmacy services by undertaking projects and contributing to multidisciplinary working parties / committees
- Demonstrated capability to meet multiple time constraints and to determine workload priorities in order to complete targets by the set deadline
- Demonstrated ability to control drug expenditure
- Knowledge of information technology applications
- Involvement with professional associations

Desirable:

- Membership of AdPHA specialty practice group
- Previous experience in a pharmacy management role

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
- 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
- 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 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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