

POSITION DESCRIPTION

Position Title:	Senior Pharmacist - Education
Business Unit/Department:	Pharmacy Service
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Pharmacist: Grade 3 - Year 1 to Year 4 (SX6 to SX81)
Reports To:	Lead Pharmacist – Education and Research
Direct Reports:	N/A
Date Prepared/Updated:	17 June 2026

Position Purpose

The Senior Pharmacist - Education, co-ordinates and supports clinical teaching and training of pharmacists across all campuses of Western Health.

Key functions of the role include:

- Overseeing the provision and delivery of the Clinical Educator and AdPha Resident Training programs
- Supporting the application of the AdPhA ClinCAT program across the pharmacy service

The role will work closely with the Lead Pharmacist - Education and Research, Education Pharmacists, and Pharmacy Team Leads, 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.

Business Unit Overview

The Western Health Pharmacy Service 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 the Sunbury Community Hospital, Melton 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.

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- 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 education and training to pharmacy staff
- Support education and training that is informed through workforce needs assessment, incident learnings, audit outcomes and stakeholder feedback
- Support the development and delivery of the Clinical Educator program
- Oversee provision and delivery of the AdPha Resident Training Program
- Actively contribute to the AdPha ClinCAT program across the Western Health Pharmacy Service
- Strive for positive indicators of Best Possible Clinical Learning Environment and Workplace Learning Culture
- Contribute to the development of structured competency frameworks to support pharmacy staff credentialling
- Provide clinical or operational pharmacy services as required
- Assist with various additional departmental duties as required, as directed by the Lead Pharmacist - Education and Research, Deputy Directors or Director of Pharmacy

Collaborative Practice:

- Engage with the Pharmacy Leadership Group to support and facilitate training and education programs
- Partner with senior pharmacists and pharmacy leaders to identify opportunities to improve workforce capability and patient outcomes.
- Actively contribute as a member of the pharmacy senior leadership team
- Act as a resource for the pharmacy service for the design and delivery of clinical education
- Participate in the training of medical, nursing and other clinical staff
- Represent the Western Health Pharmacy Service on internal and external committees and with other networks on matters relating to pharmacy education
- Establish and maintain partnerships with external institutions providing pharmacy education
- Explore and develop business opportunities utilising relevant specialist pharmacy skills e.g., external lectures, publications, training other pharmacists, health professionals and pharmacy technicians
- Participate in relevant conferences, seminars and related educational activities

Professional, Ethical & Legal Approach:

- Present as a role model to other staff regarding professional development, education, good practice and ethical behaviour
- Actively contribute to the improvement of pharmacy education programs and ensure it meets the needs of the pharmacy service
- Contribute to ongoing review and update of relevant staff orientation and training checklists, to ensure that pharmacy staff receive appropriate training relevant to their role
- Assist in ensuring that pharmacy staff adhere to Western Health and pharmacy specific policies and procedures

Lifelong Learning:

- Support the Lead Pharmacist - Education and Research, and Pharmacy Team Leads, in developing and maintaining a structured, contemporary and comprehensive teaching and training program for pharmacists and pharmacy technicians, and regularly evaluate its provision
- Provide expert advice on methods of teaching and education
- Foster a learning culture and promote teamwork for delivering pharmacy services
- Undertake at least one quality initiative relevant to clinical pharmacy education annually
- Ensure education delivered aligns with the WH strategic plan and growth of the pharmacy service

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Health Values:

- Proactively seek information regarding staff clinical education needs and the potential for improvement opportunities relating to pharmacy education
- Be proactive in research, publication and presentation activities relevant to education and training and clinical pharmacy practice
- Identify areas requiring research and co-ordinate quality assurance and improvement surveys and projects relating to the provision of education and training
- Provide regular service reports regarding the clinical education of pharmacists and pharmacy technicians, not limited to ClinCAT completion rates and pharmacist resident and/or registrar training program progress

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
- Advanced Pharmacy Australia (AdPha)
- Professional societies and committees

Selection Criteria**Essential:**

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- A current drivers' licence
- Work ethic demonstrates punctuality, initiative and professional autonomy
- Proven record of achievement as a clinical pharmacist with highly developed clinical skills
- Proven record of achievement in training and education of pharmacy staff
- Highly developed written and oral communication, negotiation and interpersonal skills
- Knowledge and understanding of different learning and supervision styles and an ability to apply these styles to teaching of staff and students with a broad range of abilities and skills
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with AdPha Standards of Practice for Clinical Pharmacy
- Well-developed knowledge of information systems and technology, and the ability to apply this knowledge for education purposes
- Ability to work as part of a team as well as contribute to projects and initiatives
- Fosters and maintains working relationships
- Demonstrates an ability to adapt, manage change, problem solve and be reliable
- Ability to understand and adhere to Western Health Policies and Procedures
- Demonstrated well-developed team management skills, conflict management skills and multidisciplinary team collaboration
- Demonstrated ability to determine workload priorities to complete multiple set tasks by the required deadline

Desirable:

- Participation in a relevant Speciality Practice or Interest Group
- Relevant post-graduate qualification in clinical pharmacy or clinical education

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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 safe working environment, without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except as 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.

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 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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