

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Pharmacist - Emergency Medicine
<b>Business Unit/Department:</b>	Pharmacy
<b>Division:</b>	Clinical Support & Specialist Clinics
<b>Award/Agreement:</b>	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 2 – Year 1 to Year 4 (SX2 to SX5)
<b>Reports To:</b>	Senior Pharmacist(s) - Emergency Medicine; Senior Pharmacist(s) - Intensive Care Unit; Lead Pharmacist – Emergency Medicines & Intensive Care Services
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	23 June 2026

### Position Purpose

The Grade 2 Clinical Pharmacist - Emergency Medicine provides high quality, patient centred clinical pharmacy services within the Emergency Department and Intensive Care Unit. The role supports the safe and effective medication use through the provision of evidence-based medication management, clinical review, medication reconciliation, medicines information, and participation in multidisciplinary care.

The position contributes to improving medication safety, optimising therapeutic outcomes and reducing medication related harm. This role will work collaboratively with medical, nursing and allied health teams to provide expert advice regarding medication selection, dosing, monitoring, administration and transitions of care for complex and critically unwell patients.

The Grade 2 Clinical Pharmacist - Emergency Medicine will actively participate in service development, including contributions to departmental projects, research activities, quality improvement initiatives aimed at improving critical care services as well as advanced scope of practice roles where required.

**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

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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

### Provision of Care, including:

- To act as the representative of the Pharmacy Department in all matters relating to patient care.
- For the critical care specialty, to develop expert knowledge and act as an information resource for the Pharmacy Department.
- To undertake and document medication reconciliation and history assessments for high-priority patients presenting to the emergency department.
- Identify and resolve medication related problems including but not limited to medication discrepancies, adverse drug reactions, drug interactions, dosing issues contraindications and therapeutic monitoring requirements
- To locate patients' own medicines and, if present, facilitate appropriate storage while they are inpatients.
- Review and endorse all medication orders for legibility, legality, therapeutic appropriateness, dosage and safety.
- Review medication regimens to optimise safe, effective and evidence-based therapy
- Initiate and document any necessary modifications to therapy via direct communication with the prescriber when possible.
- Provide timely medication recommendations and documentation of clinical interventions
- Endorse all medication orders as required with appropriate information to ensure unambiguous orders, thereby assisting in the right patient receiving the right medicine at the right dose at the right time.
- Complete medication allergy documentation.
- Monitor patients' medication therapy on an on-going basis for interactions, incompatibilities, appropriateness and safety. Also, monitor patients' progress by monitoring biochemical, haematological, therapeutic drug monitoring and microbiological results, reporting any abnormalities requiring intervention to medical staff.
- Support antimicrobial stewardship activities including review of antimicrobial selection, dosing, duration and monitoring as well as participate in Sepsis calls where required.
- Assess medication compliance and implement appropriate strategies to ensure ongoing concordance with treatment regimens within inpatient settings which can be continued post discharge.
- Support timely access to medications during acute presentations
- Monitor, report, appropriately document and assist with managing the recommendations to resolve all observed adverse drug reactions.
- Provide consumer focused medication counselling and information to all patients/carers.
- Support safe transitions from ED to inpatient wards (including ICUs)
- Record all pharmacist interventions as required in patients' records.
- Report medication-related incidents in RiskMan, following discussion with the relevant Team Lead / Senior Pharmacist.
- Work at any Western Health site when requested to ensure the effective and efficient use of resources to meet the needs of Western Health and its patients.
- Act as the Senior Pharmacist – Emergency Medicine when required during periods of leave and to perform the responsibilities of this role in accordance with the relevant position description.
- Perform other duties as delegated by the Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy.
- Identify and implement recommendations for cost effective medication therapy, including optimising the ward medication imprest range and levels.
- Supply required pharmaceuticals for the ward on request.

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- Ensure that non-impresst medicines are promptly returned to the pharmacy when they are no longer required.
- 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.
- Ensure that appropriate documentation for Special Access Scheme (Category A, B and C) and non-formulary medications is obtained and completed.
- Assist in monitoring medication usage within specific clinical areas.
- Provide services as per the Dispensary Pharmacist position description where required

**Professional, Ethical and Legal Approach**, including:

- Practice in accordance with all relevant legislation, professional standards and organisational requirements.
- Maintain performance standards consistent with AdPha Guidelines for Clinical Practice and Western Health Procedures.
- Ensure that Schedule 8 and Schedule 4D stock levels, supplies, balances, 3 monthly balance and expiry verifications and associated documentation are kept and maintained for the ward as required by the DPCS specifications.
- Ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff.
- Maintain consistent performance standards.

**Collaborative Practice**, including:

- Provide medication information to medical, nursing, and allied health staff, as well as to patients and carers as required.
- Collaborate with ED and ICU clinicians to support rapid clinical decision making
- Co-operate with the clinical services in joint quality activities such as clinical audits.
- Assure quality and service standards.
- Practice collaboratively as part of a multidisciplinary health care team and contribute to projects and initiatives.
- Participate in the review of medication-related policies and procedures or medication protocols for specialty wards as required.
- Participate in ward meetings, consultant ward rounds or other forums relevant to medication therapy optimisation.
- Provide support to other hospital pharmacists and health care providers as required.
- Maintain up-to-date ward orientation information.
- Participate in audit activities and other duties that support the department's operations, as required.
- Contribute to the presentation and/or publication of service improvement projects.

**Lifelong Learning**, including:

- Identify and participate in medication evaluations and quality assurance activities.
- Provide education sessions to staff and patients of the hospital and its clients as required.
- Participate in the training program for pharmacy staff, including the training of pharmacy interns, pharmacy students and pharmacy technicians.
- Participate in staff meetings and education sessions.
- Participate in the department's competency assessment and advanced scope credentialing programs.
- Participate in relevant professional development opportunities.
- Participate in departmental research, publication, and presentation activities relevant to pharmacy.
- Support the Director of Pharmacy by participating in ongoing utilisation and audit activities.
- Assist in orientating and mentoring pharmacy staff.
- Assist in coordinating and participating in the department's Education and Training Program as required.
- Maintain appropriate competency and professional development

**Health Values**, including:

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- 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.
- Contribute positively to a culture of safety, respect and continuous improvement
- 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 Western Health’s strategic aims.

### Key Working Relationships

#### Internal:

- Pharmacy staff
- Medical staff
- Nursing staff
- Allied Health and ACE staff
- Ward staff

#### External:

- Community pharmacies
- Aged Care facilities
- General Practitioners
- Other hospitals.
- External Contractors
- Special Interest Groups

### Selection Criteria

#### Essential:

- Bachelor of Pharmacy or equivalent.
- Eligible for general registration with AHPRA.
- A least three years of experience as a clinical pharmacist in a broad range of clinical specialties.
- Ability to act as a point of reference within an area of specialisation.
- Demonstrate high-level performance, working autonomously with minimal supervision, i.e., positive feedback from stakeholders, achievement of KPIs, recording of interventions, and practicing consistently according to policies and legislation.
- Demonstrate ability to identify and solve problems.
- Demonstrate ability to meet time constraints and to determine workload priorities.
- Flexibility and demonstrated evidence of working cooperatively in a team environment.
- Well-developed written, oral, and interpersonal communication skills.
- Demonstrate ability to work collaboratively with hospital staff and patients, including active contribution to projects and initiatives.
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice per the AdPhA Guidelines.
- Evidence of participation in practice improvement projects.
- Participation in the organisation, development, or delivery of department education programs for pharmacy technicians, pharmacy students, intern pharmacists, pharmacists, nursing staff, and junior medical officers.
- Understand and consistent adherence to Western Health Policies and Procedures (or workplace).
- Possesses well-developed computer skills.
- Flexibility to work within an extended hour shift model (8-hour shifts between 7 am and 9 pm) Monday to Friday or weekends.

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**Desirable:**

- Post-graduate degree/diploma in clinical pharmacy or equivalent.
- Clinical experience in the Critical Care setting (Emergency or ICU).
- Experience in coordinating practice research.
- Demonstrate commitment to the profession's development by involvement in pharmacy organisations at a committee level or active membership of a health-service-wide committee.
- Previous research project authorship with publication or presentation at conference.
- Demonstrate leadership skills.
- Experience with Electronic Medical Record systems, e.g., Oracle CERNER.

**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 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- 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.

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*I confirm that I have read the Position Description, understand its content, and agree to work in accordance with its requirements.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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