

POSITION DESCRIPTION

Position Title:	Senior Pharmacist – Medicines Governance
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 – Medicines Strategy
Direct Reports:	Medicines Shortages and Governance Pharmacist; Grade 3 PBS Pharmacy Technician
Date Prepared/Updated:	8 July 2026

Position Purpose

The Senior Pharmacist – Medicines Governance provides expert professional knowledge and skills:

- To ensure that PBS operations are efficiently managed at all Western Health (WH) sites
- To provide minute secretary functions to the Drug and Therapeutics Committee
- To coordinate the governance and process of Individual Patient Use (IPU) applications, medication access programs and non-formulary medicines, ensuring appropriate stewardship of high-cost medicines.
- To ensure that Policies, Procedures and Guidelines (PPGs) sponsored by the Director of Pharmacy are updated and published by their review date. They will also ensure that requests for pharmacist review of non-Pharmacy sponsored PPGs are completed in accordance with the Western Health PPG Framework, including liaison with Lead and Senior Pharmacists in specialist areas
- To contribute to and support the educational and operational activities of the department.
- Oversight and support of medicines shortages management at WH.

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.

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The objectives of the service are:

- To ensure safe, rational and cost-effective use of medicines.
- To provide up to date expert 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

Provision of Care:

- To support the activities of the Drug and Therapeutics Committee (DTC)
- To be the Minutes Secretary of the DTC, providing both Meeting Minutes and Agendas to the Committee members.
- In conjunction with the Secretary of the DTC, act as a liaison for the Committee i.e. for those requiring items to be actioned by the DTC.
- In conjunction with the Chair and Secretary of the DTC, screen items requested to be actioned by the DTC to ensure appropriateness and readiness before being placed on the Agenda and distributed to Committee members.
- Ensure tasks resulting from decisions in meetings are followed up in a timely manner.
- Maintenance of WH Formulary (additions, edits and deletions) from DTC outcomes.
- Coordinate the Individual Patient Use (IPU) process and provide governance oversight of requests for non-formulary medicines across Western Health.
- Undertake initial clinical and governance assessment of IPU applications, including critical appraisal of published evidence, clinical guidelines, safety data, cost-effectiveness and alternative therapeutic options.
- Coordinate medication access program (e.g. compassionate and cost share programs), including liaison with pharmaceutical companies and external stakeholders to secure ongoing medicine supply where appropriate.
- To manage PBS operations at all WH sites, ensuring efficient prescription processing, claiming, revenue management and optimisation of PBS claims to minimise rejections.
- To monitor KPIs related to PBS operations and provide monthly PBS service reports on PBS actuals versus budget, including detailed analysis and insights into any variances.
- To continuously maintain a 12-month forward-looking PBS work-plan to outline planned activities, key milestones, and priorities related to PBS operations, including price disclosure
- To ensure that all PBS procedures are documented, and up to date, to support ongoing efficient operations.
- To oversee training of all staff involved in PBS operations and maintenance of staff access to HPOS, acting as the lead representative for the pharmacy department in all PBS matters.
- Coordinate review of Western Health PPGs where the Pharmacy service is a stakeholder, working collaboratively alongside policy pharmacist, specialist pharmacists, external stakeholders to complete the review.
- For non-Pharmacy sponsored PPGs, this role will be responsible for completing the initial screening to identify gaps and input required prior to distribution to key stakeholders for review.
- Complete the final review for all PPGs requiring DTC endorsement
- Ensure that the WH PPGs where the Pharmacy service is a stakeholder reflect best practice and meet governance framework
- Participate in day-to-day operations of the department to ensure efficient and effective provision of services as required.
- To participate in weekend and on-call rosters as required.
- Oversee and assure the supply of required pharmaceuticals for patients and be involved in the rationalisation of medication supply.
- Be proactive in recommendations for cost effective drug therapy.

Professional, Ethical and Legal Approach:

- To provide clinical pharmacists with encouragement, support and feedback.
- To be a role model and mentor for the development of good work practices, professional development and ethical behaviour.

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- To foster a learning environment and to promote teamwork for delivering pharmacy services.
- To demonstrate the value of pharmacy services to our customers and to effectively market the service.
- To provide leadership and support the Deputy Directors of Pharmacy and Director of Pharmacy Services in monitoring trends and new developments.

Collaborative Practice:

- To actively participate as a member of the pharmacy senior management team.
- To be a member of and participate in multi-disciplinary Western Health committees and workgroups where appropriate.
- To assist in ensuring that all pharmacy staff adhere to Western Health and pharmacy specific policies and procedures.
- Assist with various additional departmental duties as required, in times of staff shortage or as otherwise directed by the Deputy Director or Director of Pharmacy.

Lifelong Learning:

- To scan the horizons in the areas of DTC, PBS, medications shortages and PPG management and implement service improvements and research projects to benefit these functions.
- To develop and deliver necessary training material for application and maintenance of PBS, DTC and PPG initiatives to Western Health staff.
- To be proactive in research, publication and presentation activities relevant to PBS, DTC and PPG.
- To participate in relevant conferences, seminars and related educational activities.
- To develop programmes and provide structured training to all pharmacy staff.

Health Values:

- To assist the organisation in implementing opportunities to reduce expenditure and maximise income. This includes participation in tenders, purchasing agreements and conversion to alternative applications.
- To ensure that all recommended, developed and implemented processes and procedures are cost effective and sustainable by the organisation.
- To complete a minimum of one quality improvement initiative, via the prescribed format, annually.
- To ensure that another staff member is able to perform these functions in the absence of the Senior Pharmacist – Medicines Governance to ensure that services are fully maintained during periods of planned and unplanned leave.
- To rotate into other areas periodically to allow other pharmacists to gain these skills.
- To ensure compliance with the Western Health Drug Formulary and decisions of the Drug and Therapeutics Committee.

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 Business Analyst
- Divisional Director of Specialist Clinics and Clinical Support
- Hospital Departments/Units/Committees
- Clinical Services Director
- Chair and Secretary of the Drug and Therapeutics Committee
- Medical, Nursing/Midwifery, and Allied Health staff
- Pharmacy staff

External:

- Services Australia
- PBS
- PRODA
- Department of Health

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- Professional societies and committees
- Other Health Providers

Selection Criteria

Essential:

- Completion of Bachelor of Pharmacy or equivalent
- Holds general registration as a Pharmacist with the Pharmacy Board of Australia (AHPRA).
- Relevant post graduate degree/diploma
- Experience in delivery practice improvement initiatives
- Excellent word processing, spread sheet and database software skills
- Excellent understanding of hospital PBS claiming
- Experience in providing clinical pharmacy services to a broad range of specialty areas
- Well-developed written, oral, interpersonal, communication, negotiation and conflict management skills and the ability to co-operate with hospital staff and patients
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with the AdPha's Guidelines
- Experience in providing education and training to pharmacy staff and students
- Ability to adhere to the Western Health key behaviours
- Unwavering commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices
- Demonstrated capability to meet multiple time constraints and to determine workload priorities in order to complete targets by the set deadline
- Involvement with professional associations

Desirable:

- Experience in coordinating and optimising hospital PBS claims
- Experience in line management of hospital pharmacy staff
- Experience in efficient financial management and ability to control drug expenditure
- Membership of a relevant specialty practice group

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), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with

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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 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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