

POSITION DESCRIPTION

Position Title:	Lead Pharmacist – Cancer Services, Cardiology & Specialty Medicine
Business Unit/Department:	Clinical Support and Specialist Clinics
Division:	Operations
Award/Agreement:	Medical Scientists, Pharmacists and Psychologists VPS Enterprise Agreement 2021 - 2025
Classification:	TA20 - TA22
Reports To:	Deputy Director of Pharmacy – Clinical Services
Direct Reports:	<p>Senior Pharmacist – Cardiology and Anticoagulation Stewardship</p> <p>Senior Pharmacist – Oncology</p> <p>Senior Pharmacist – Renal Services</p> <p>Grade 1 and 2 pharmacists, pharmacy interns (operational supervision)</p>
Date Prepared/Updated:	14 July 2025

Position Purpose

The Lead Pharmacist – Cancer Services, Cardiology & Specialty Medicine is responsible for overseeing, coordinating, optimising and managing pharmacy services provided to patients accessing services within the division. This role provides leadership and strategic guidance for the Cancer Services, Cardiology & Specialty Medicine pharmacy service, and leads the provision of best medication management in accordance with clinical care and pharmacy service standards. The role ensures a consistent and connected experience for patients, carers and health care professionals by developing governance frameworks, continuously reviewing processes, and leading quality improvement initiatives relating to clinical pharmacy and relevant clinical care standards.

This team lead role involves providing support, facilitating performance development, and managing team members. This position contributes to the overall management of the Pharmacy Department through active participation as a member of the senior leadership group and representation at relevant meetings and committees.

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.

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Business Unit Overview
<p>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 the Sunbury Community Hospital, Melton Hospital, Bacchus Marsh Hospital and Dame Phyllis Frost Centre.</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 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
<p>Leadership and Strategy:</p> <ul style="list-style-type: none"> • Provide strategic guidance and leadership to optimise pharmacy services across the Cancer Services, Cardiology and Specialty Medicine division, ensuring high-quality patient-centred care • Identify and drive service improvement initiatives focused on innovation to enhance patient outcomes, including the development, implementation, monitoring and recording of divisional pharmacy KPIs and interventions to assess performance and promote continuous improvement • Line manage the Senior Pharmacists - Cardiology and Anticoagulation Stewardship, Oncology, and Renal Services, and supervise the Clinical Rotational Pharmacists and pharmacy interns, ensuring adherence to Western Health's key behaviours and effectively managing any deviations from documented staff and role expectations • Actively participate as a professional advisor to the Western Health Pharmacy senior management team • Serve as a role model and mentor, promoting good work practices, professional development and ethical behaviour • Foster a learning environment that promotes teamwork in delivering pharmacy services • Demonstrate the value of pharmacy services to customers and effectively market these services • Provide leadership in monitoring trends and new developments in medicines relevant to the division • Review and modify work practices pertaining to the division's pharmacy services as appropriate <p>Provision of Care:</p> <ul style="list-style-type: none"> • Provide clinical and operational pharmacy services by exercising professional judgement and applying evidence-based practice, with the goal of ensuring safe, efficient and economical use of medicines for all patients within the division • Ensure clinical services are provided in compliance with Advanced Pharmacy Australia (AdPha)'s Standards of Practice for Clinical Pharmacy and other standards of practice for specialist pharmacy services • Investigate and assess reported clinical incidents and identify trends of medication-related errors • Implementing systems within the divisional pharmacy team to support partnering with patients, carers and other consumers to improve the safety and quality of care • Coordinate the provision of pharmacy services to ensure that an efficient, effective, consistent and high-quality service is provided • Ensure that documentation of tasks is accurately and appropriately completed • Lead change management processes through collaborative development of the specialist pharmacy clinical practices, policies, and protocols and act as the pharmacy representative for divisional policies, practices and protocols • Oversee and ensure the supply of required pharmaceuticals for patients and participate in the rationalisation of medication supply • Perform other duties as delegated by the Deputy Directors of Pharmacy or the Director of Pharmacy

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Collaborative Practice:

- Prepare and submit regular progress reports on the pharmacy services within the division to the Director of Pharmacy and Divisional Director
- Collect and respond to feedback from nursing and medical staff regarding pharmacy services
- Participate in and coordinate quality assurance activities, ensuring compliance with Standard 4 accreditation requirements
- Collaborate with clinical services on joint quality activities, including clinical audits to enhance service delivery
- Engage in multi-disciplinary committees and working groups within Western Health
- Facilitate communication of patient medication requirements with carers and/or relevant health care providers in the community
- Complete medication management reviews to ensure effective and safe medication management to optimise patient care

Professional Development: Education, Training and Research

- Provide expert advice on pharmacy services and communicate this effectively to relevant staff
- Develop and implement clinical procedures relating to the division's pharmacy services, ensuring that all clinical pharmacists understand and are adequately trained
- Participate in the department's performance development program
- Oversee an education portfolio for the division's services, including training and assessment of all pharmacy staff, and clinical education and training for nursing and junior medical staff
- Maintain affiliation with professional bodies
- Participate in relevant conferences, seminars and related educational activities
- Identify research opportunities and coordinate quality assurance projects related to the division's pharmacy services
- Engage proactively in research, publications and presentation relevant to the division's pharmacy practice
- Lead practice research in collaboration with the Lead Pharmacist - Medication Safety, Lead Pharmacist – Education and Research, Pharmacy Team Leads, and Senior Pharmacy Management to improve clinical pharmacy services
- Assist divisional staff with research grants and the development of research protocols, ethics committee submissions and publications

Operational Management and Service Development:

- Continuously develop the division's pharmacy service profile by reviewing and modifying work practices as appropriate
- Coordinate suitable training and handover for the Senior Pharmacists – Cardiology and Anticoagulation Stewardship, Oncology, and Renal Services to ensure uninterrupted service during leave periods
- Coordinate recording and analysis of pharmacist interventions and workload statistics for KPI reporting
- Oversee the medication expenditure, identify cost-saving opportunities and lead implementation strategies with the Lead Pharmacist - Medicines Strategy. This includes participation in tenders, purchasing agreements and conversion to alternative medication therapies as required.
- Oversee optimal inventory management of pharmaceuticals within the division
- Ensure compliance with Western Health's Drug Formulary and Drug & Therapeutics Committee.
- Produce and review monthly medication usage reports for Western Health pharmacy, nursing and medical teams within the division
- Proactively recommend cost-effective medication therapies
- Optimise PBS claiming, ensuring prescriptions meet HIC requirements and comply with Western Health's prescribing and dispensing procedures
- Deliver the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims as needed

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Pharmacy staff • Medical, Nursing/Midwifery, and Allied Health staff • Nurse Unit Managers, Heads of Unit • Clinical Services Directors, Divisional Directors, Operations Managers • Hospital departments, units, committees <p>External:</p> <ul style="list-style-type: none"> • Patients and their family/carers • Community pharmacists • Community and aged care service providers • General practitioners and specialists • Public and private hospital staff • External contractors • Wholesalers and manufacturers • Professional bodies and committees • Universities
Selection Criteria
<p>Essential</p> <ul style="list-style-type: none"> • Completion of Bachelor of Pharmacy or equivalent • Registered pharmacist with Australian Health Practitioner Regulation Agency (AHPRA) • Minimum 8 years of hospital clinical pharmacy experience across diverse hospital settings • Experience in line management of hospital pharmacy staff • Proven record of achievement as a clinical pharmacist with highly developed clinical skills in cardiology, cancer services, or medical specialties • Ability to engage effectively with diverse stakeholders to achieve desired outcomes • Ability to adhere to Western Health's key behaviours • Exceptional written and verbal communication skills • Well-developed staff supervision and interpersonal skills, with a collaborative approach to working with hospital staff and patients • Comprehensive knowledge of pharmacy services and demonstrated adherence to AdPha's Standards of Practice for Clinical Pharmacy • Strong commitment to continual professional development, maintaining current knowledge and adhering to best practices • Demonstrated commitment to continuous quality improvement process, leadership initiatives, service development and innovation, and ongoing change management • Ability to identify improvement opportunities and lead pharmacy-related projects through multidisciplinary working groups and committees • Demonstrated ability to manage multiple time constraints, prioritise workloads effectively and meet deadlines consistently • Active participation in relevant professional associations <p>Desirable</p> <ul style="list-style-type: none"> • Recognised post-graduate Masters level degree in Pharmacy (or equivalent qualification) • Commitment to development of the profession through involvement in relevant special interest groups (e.g. AdPha, PSA, ACP, AHP) or participation in relevant groups
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested)

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- 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 cooperate 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 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 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 that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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