

POSITION DESCRIPTION

Position Title:	Senior Pharmacist – General Medicine
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (SX6 to SX81)
Reports To:	Deputy Director of Pharmacy – Clinical
Direct Reports:	Clinical Pharmacists – General Medicine; Clinical Pharmacists – Rotational
Date Prepared/Updated:	3 August 2026

Position Purpose

The Senior Pharmacist – General Medicine is responsible for leading the provision of best medication management in accordance with clinical care and pharmacy service standards across General Medicine units across all Western Health sites. The position leads the development, implementation and evaluation of clinical pharmacy services, medication management practices and clinical governance initiatives across General Medicine. Working collaboratively with multidisciplinary teams, the role drives evidence-based practice, optimises medication use, supports complex clinical decision-making and leads quality improvement activities that enhance patient outcomes and meet relevant clinical care standards.

The Senior Pharmacist provides advanced clinical expertise and professional leadership to the General Medicine pharmacy team through clinical supervision, mentoring, education and performance development, fostering excellence in clinical practice and supporting workforce capability. As a member of the Pharmacy senior leadership team, the role contributes to the ongoing development of clinical pharmacy services, professional practice, research, education and service improvement, while representing the Pharmacy Department on relevant multidisciplinary committees and clinical governance forums.

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 the Sunbury Community Hospital, Melton 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 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:

- Lead the planning, coordination and continuous improvement of clinical pharmacy services across General Medicine to ensure the delivery of safe, high-quality and patient-centred medication management.
- Develop, implement and evaluate clinical pharmacy policies, procedures, guidelines and models of care that support best practice, legislative compliance and standardised service delivery across Western Health.
- Provide professional and clinical leadership to pharmacists within the General Medicine team, ensuring the delivery of consistent, evidence-based clinical pharmacy services in accordance with AdPhA Standards of Practice for Clinical Pharmacy, relevant legislation and organisational priorities.
- Ensure medicines are managed, stored and monitored in accordance with legislative requirements, organisational policies and departmental procedures, including oversight of medication storage compliance within allocated clinical areas.
- Maintain an advanced level of clinical practice by delivering comprehensive clinical pharmacy services within allocated clinical areas, including medication reconciliation, medicines review, therapeutic drug monitoring, patient counselling, discharge medication management and transitions of care activities.
- Provide clinical and operational pharmacy services where required, as outlined in the Clinical Pharmacist position descriptions, to ensure efficient and effective provision of services.
- Ensure effective communication and continuity of medication management across the patient's episode of care, including liaison with patients, carers, community healthcare providers and other health services.
- Provide clinical supervision, mentoring, education and performance development for pharmacists, interns, students and other members of the pharmacy workforce, fostering advanced clinical practice and professional development.
- Represent the Pharmacy Department on relevant multidisciplinary committees, governance groups and quality improvement forums, providing expert clinical advice on medicines optimisation and medication safety.
- Develop, implement and maintain clinical pharmacy procedures relevant to the General Medicine Unit and ensure that all clinical pharmacists understand and are adequately trained in the compliance with such procedures.
- Ensure compliance with the Western Health Drug Formulary, decisions of the Drug and Therapeutics Committee and all relevant organisational policies, procedures and clinical governance requirements.
- Assist with various additional department duties as required, in times of staff shortage.
- To escalate any clinical issues to the Deputy Director of Pharmacy – Clinical in a timely manner.
- To perform other duties as delegated by the Pharmacy Leadership Team, Deputy Directors of Pharmacy or Director of Pharmacy.

Quality and Service Monitoring:

- Ensure compliance of pharmacy services with the National Safety and Quality Health Service Standards for accreditation requirements
- Monitor and implement relevant clinical care standards in collaboration with area leads
- Develop, implement and ensure compliance with policies and procedures related to general medicine
- Investigate and assess reported incidents, identifying trends in medication management errors
- Conduct medication audits to measure and assess pharmacy service quality

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- Identify research opportunities and coordinate quality assurance initiatives to improve service delivery for Western Health patients
- Produce and present Pharmacy Department reports to relevant committees as required
- Facilitate the recording, analysis and reporting of pharmacy KPIs (such as pharmacist interventions, workload statistics)
- Benchmark services against other major Australian hospitals to ensure best practice and cost-effective service delivery
- Collect, report and respond to nursing/midwifery and medical staff feedback regarding pharmacy services

Financial Management:

- Provide regular analyses of medication expenditure, review inventory management and recommendations for effective control of medication expenditure
- Identify cost-reduction opportunities and maximise income through participation in tenders, purchasing agreements and alternative medication therapy conversions
- Develop and monitor financial risk reduction strategies, implementing cost control measures as needed

Education and Competency:

- Develop and deliver orientation/training frameworks for pharmacists to ensure they have the skills for effective practice in the area, including ClinCATs (where appropriate), mandatory training and role specific professional development
- Develop and oversee an education portfolio related to this specialised area, including but not limited to, training and assessment of all pharmacy staff (including pharmacy interns) and the provision of education to nursing/midwifery, medical and allied health staff
- Participate in developing relevant educational material and competency assessments for pharmacy staff, including for staff involved in training programs such as intern and resident training programs.
- Knowledge and understanding of different learning and supervision styles, and an ability to apply these styles to teaching staff with a broad range of abilities and skills.
- Provide education to staff within and outside the Pharmacy Department
- Participate in relevant conferences, seminars and related educational activities
- Proactive in research, publication and presentation activities relevant to pharmacy practice.
- Maintain affiliation with professional bodies

Team Lead Responsibilities:

- Contribute to workforce planning and service delivery by coordinating clinical workloads, supporting roster management and ensuring appropriate clinical pharmacy coverage across General Medicine services.
- Provide line management and professional leadership to the General Medicine pharmacy team, (including workforce planning, roster management, allocation of daily duties, planned and unplanned leave), to ensure safe, efficient and sustainable service delivery.
- Liaise with other Team Leads, Lead Pharmacist - Workforce and Deputy Directors of Pharmacy to optimise staff and resource utilisation
- Provide leadership, support and performance development for direct reports (including annual Performance Development Plans)
- Oversee staff management through effective recruitment, retention and development strategies
- Foster a learning environment and promote teamwork in delivering pharmacy services
- Ensure team members are supported to maintain high work standards
- Review and modify work practices for pharmacy services in general medicine as needed
- Ensure pharmacists adhere to Western Health processes and actively manage deviations by completing performance management plans if required
- Assist with additional departmental duties as required, including provision of pharmacy services as delegated by the Deputy Directors of Pharmacy or Director of Pharmacy

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.

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Key Working Relationships
Internal: • Patients • Pharmacy Department Staff • Nursing staff • Medical Staff • Allied Health Staff • Ward Staff External: • Hospital departments/units/committees • Professional societies and committees • Other Health Providers
Selection Criteria
Essential: • Completion of Bachelor of Pharmacy or equivalent • Eligible for immediate registration with the Pharmacy Board of Australia. • Proven record of achievement as a clinical pharmacist with highly developed clinical skills. • Knowledge of pharmacy and related legislation. • 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. • Unwavering commitment to continual professional development and the ability to keep abreast of current knowledge and accepted practices. • Ability to communicate effectively with organisational members across all levels • Ability to adhere to the Western Health key behaviours as documented above • Commitment to patient focused service development. • Have undertaken projects to improve the pharmacy service and customer satisfaction. • Have improved clinical practice in conjunction with others. • Knowledge of information technology applications. • Demonstrated capability to meet multiple time constraints and to determine workload priorities to complete targets by the set deadline • Current Driver's License and a willingness to work across any Western Health campus • Flexibility to work within an extended hours shift model (8-hour shifts between 7am and 7pm) Monday to Friday and/or weekends. Desirable: • Post-graduate clinical pharmacy degree/diploma or equivalent. • Membership of COSP or special interest group. • Have undertaken research activities in areas of special interest. • Experience with using EMR in daily clinical workflow
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

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- 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 regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, 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 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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