

POSITION DESCRIPTION

| | |
|----------------------------------|--|
| Position Title: | Dispensary Pharmacist |
| 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 1 (SW6 to SW10) |
| Reports To: | Dispensary Manager |
| Direct Reports: | None |
| Date Prepared/Updated: | 29 August 2025 |

Position Purpose

The Dispensary Pharmacist is primarily responsible for the dispensing and recording of inpatient, outpatient and clinical trial prescriptions in accordance with all relevant legislation, Pharmaceutical Benefits Scheme and Practice Standard requirements. Key responsibilities include:

- Providing dispensing services in accordance with AdPha Standards of Practice and legislative requirements.
- Liaising with other health professionals to optimise patient outcomes related to medication therapy.
- Complying with the Western Health Formulary and internal policies and procedures.
- Recording and reporting on pharmacy key performance indicators (KPIs).
- Documenting pharmacy interventions.
- Maintaining current knowledge of medicines, emerging therapies and best practice in pharmacy.
- Participating in the teaching and mentoring of pharmacy interns and undergraduate students on placement at Western Health.

The role will require staff to be flexible with their working hours to meet the changing operational demands and can include being on call, working after hours, on weekends and on 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 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.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Provide up to date information and advice on medicines and medication therapy to patients and staff of Western Health.
- Offer effective and efficient procurement and distribution of medicines.
- Provide support for education and research.

Key Responsibilities

Provision of Care, including:

- Act as the representative of the Pharmacy Department in all matters relating to patient care.
- Review all medication orders for legibility, legality, therapeutic appropriateness, dosage and overall safety.
- Initiate and document any necessary modifications to therapy, preferably through direct communication with the prescriber.
- Endorse all medication charts with the appropriate information to ensure clarity and accuracy, thereby supporting the safe administration of the right medicine, in the right dose to the right patient at the right time.
- Complete drug 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. Assess medication compliance and implement appropriate strategies to ensure ongoing concordance with treatment regimens within inpatient settings which can be continued post discharge.
- Monitor, report, appropriately document and assist with managing the recommendations to resolve all observed adverse drug reactions.
- Provide medication counselling and information to all outpatient/carers and assist clinical pharmacists with discharge counselling.
- Record all pharmacist interventions in Riskman, following discussions with the Dispensary Manager.
- 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.
- Provide clinical services in accordance with the Clinical Pharmacist position description.
- Perform other duties as delegated by the Dispensary Manager, Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy.
- Identify and implement recommendations for cost effective medication therapy.
- Supply required pharmaceuticals to the wards on request.
- Advise on issues relating to rational prescribing with respect to efficacy, side effects and safety. where appropriate, to advise on alternative therapies to contribute to improved prescribing practices.
- Ensure that appropriate documentation for Special Access Scheme (Category A and B) and non-formulary medications is completed.

Professional, Ethical and Legal Approach, including:

- Act in accordance with all Victorian and national pharmacy legislative requirements.
- Maintain performance standards consistent with AdPha Guidelines for Clinical Practice and Western Health procedures.
- Ensure the requirements of the Western Health Pharmacy policies, procedures and formulary are being always adhered to by both medical and nursing staff.
- Maintain consistent performance standards.

Collaborative Practice, including:

- Supply medication information to medical, nursing and allied health staff, as well as to patients and carers as required.
- Co-operate with the clinical services in joint quality activities such as clinical audits.
- Contribute to the maintenance of dispensary Standard Operating Procedures.
- 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 or updating of medication-related protocols for specialty wards as required.
- Provide support to other hospital pharmacists and health care providers as required.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Lifelong Learning, including:

- 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 program.
- Participate in relevant professional development opportunities.
- Participate in departmental research, publication and presentation activities relevant to clinical pharmacy.
- Support the Director of Pharmacy Services by participating in ongoing utilisation and audit activities.

Health Values, including:

- 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.
- 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 strategic aims.

Key Working Relationships**Internal:**

- Pharmacy staff
- Medical staff
- Nursing staff
- Ward staff

External:

- Community pharmacists
- Community and aged care service providers
- General practitioners and specialists
- Public and private hospital staff
- External contractors

Selection Criteria**Essential:**

- Bachelor of Pharmacy or equivalent.
- Eligible for general registration with the AHPRA.
- Well-developed written, oral and interpersonal communication skills, with the ability to co-operate with all hospital staff and patients.
- Sound knowledge and understanding of pharmacy practice, with the ability to practice in accordance with AdPha guidelines.
- Demonstrated problem-solving skills and the ability to apply appropriate solutions.
- Proven ability to meet time constraints and manage workload priorities.
- Able to work with minimal supervision.
- Well-developed computer skills.
- Demonstrated professional conduct, including punctuality and attendance.
- Ability to adapt to a changing work environment.
- Ability to understand and adhere to Western Health policies and procedures.

Desirable:**Our Vision**

Together, Caring for the West
Patients – Employees – Community – Environment

- Experience in hospital pharmacy.
- Proficiency in word processing, spreadsheet and Merlin dispensing software applications.
- Experience with Electronic Medication Records systems.

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 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 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 2023.
- 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 in accordance with the relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing 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 employees experiencing family or domestic violence.
- This position description is intended to outline the general nature and level of work expected of this role. It is not intended to be an exhaustive list of responsibilities, duties or skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smokefree 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: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment