

POSITION DESCRIPTION

Position Title:	Bacchus Marsh Hospital Grade 1 Pharmacist
Business Unit/Department:	Pharmacy
Division:	Clinical Support and Specialist Clinics
Award/Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021-2025.
Classification:	SW5-SW10
Reports To:	Senior Pharmacist Bacchus Marsh and Melton Hospitals
Direct Reports:	Nil
Date Prepared/Updated:	1 August 2025

Position Purpose
<p>To provide expert professional skills and knowledge to ensure that:</p> <ul style="list-style-type: none"> • Patient outcomes are optimised by working to achieve the best and most effective Quality Use of Medicines (QUM) • Optimal doses of the most appropriate medication is given at the right time to the correct patient; that any undesirable effects and interactions of drugs are identified and prevented; • Prescribers and patients are supported to maximise the clinical benefits of medications and minimise the risk of developing unwanted reactions; and • The cost of treatment is minimised by optimising drug prescription and supply.
Business Unit Overview
<p>The Western Health Pharmacy Service provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine, Footscray and Williamstown Hospitals. The Hospital Pharmacy department also provides support services to the Sunbury Community Hospital, Melton Health Hub, 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 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, including:

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- To complete an admission interview for all new patients, concentrating on complete medication reconciliation.
- To maintain accurate and up to date Medication Management Plan (MMP) or Pharmacy Admission Note according to the outlining Western Health procedure.
- To locate patient's own medications and, if present, facilitate appropriate storage whilst an inpatient.
- Review and endorse all medication orders for legibility, legality, therapeutic appropriateness, dosage and safety.
- Initiate and document any modifications to therapy where necessary via direct communication with the prescriber when possible.
- Endorse all medication orders as required with appropriate information to ensure unambiguous orders, and therefore assist in the right patient receiving the right drug in the right dose at the right time.
- Complete drug allergy documentation.
- Monitor on an on-going basis, both the patient's drug therapy with respect to interactions, incompatibilities, appropriateness and safety, and the patients progress, with respect to monitoring biochemical, haematological, therapeutic drug monitoring and microbiological results, and report to medical staff any abnormalities requiring intervention.
- Assess medication compliance and implement appropriate strategies to ensure ongoing concordance with treatment regimen within an inpatient setting that can be continued post discharge.
- Advise on issues relating to rational prescribing with respect to efficacy, side effects and safety, and where appropriate to advise on alternative therapies to contribute to and modify the prescribing habits of medical staff.
- Monitor, report, appropriately document and assist with managing the recommendations to resolve all observed adverse drug reactions.
- Provide medication counselling and information to all patients/carers
- Prepare Medicine Lists for patients at discharge as per the procedure.
- Record all pharmacist interventions as required in the patient's record
- Supply required pharmaceuticals for the ward on request
- Ensure that appropriate documentation for Special Access Scheme (Category A, B and C) and non-formulary medications is obtained and completed.
- Ensure that non-imprest medications are promptly returned to the pharmacy when no longer required
- Identify and implement recommendations for cost effective drug therapy, including optimising the ward drug imprest range and levels
- To ensure medication storage areas align with medication safety principles.
- Provide education and counselling to patients and carers where appropriate as to the use of their medications and participate in group format medication education sessions such as the Cardiac Rehabilitation Group, Respiratory Group and Falls Prevention Program.
- Assist in keeping the medication cupboards and treatment rooms tidy so that medication safety is assured.
- Assist in the procurement of medications from suppliers and in related inventory procedures as required.
- Assist in the annual stock take.
- Assist in the clinical review, ordering and dispensing of chemotherapy for patients being treated in the Day Medical Unit at Melton Hospital when required.
- Perform other duties as delegated by the Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy Services.
- 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.

Professional, Ethical and Legal Approach, including:

- To act in accordance with all Victorian and national pharmacy legislative requirements.
- To maintain performance standards consistent with AdPha Guidelines for Clinical Practice and Western Health Procedure
- To ensure that Schedule 8 and Schedule 4D stock levels, supply, balances, 3 monthly balance verifications and associated documentation is kept and maintained for the ward as required by the DPCS specifications.

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- To ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are adhered to at all times by both medical and nursing staff.
- To maintain consistent performance standards.

Collaborative Practice, including:

- To supply drug 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.
- To maintain up-to-date ward orientation information.
- Assure quality and service standards.
- To participate in ward meetings, consultant ward rounds or other forums relevant to drug therapy optimisation.
- Practice collaboratively as part of a multidisciplinary health care team and is able to contribute to projects and initiatives.
- To participate in the review or updating of drug associated protocols for specialty wards as required.
- To provide support to other hospital pharmacists and health care providers as required.
- Participate in the weekend, public holiday and on call rosters as required

Lifelong Learning, including:

- To participate in drug evaluations and ward-based quality assurance activities.
- To provide education sessions to staff and patients of the hospital and its clients as required.
- To participate in the training program for pharmacy staff including the training of intern pharmacists, pharmacy students and pharmacy technicians.
- To participate in ward pharmacist meetings and education sessions.
- To participate in the department's competency assessment program.
- To participate in relevant professional development opportunities.
- To participate in departmental research, publication and presentation activities relevant to clinical pharmacy.
- Support the Director of Pharmacy 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
- Display the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues.
- Scan for and act on opportunities to create Best Care.
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- Collaborate on achieving the goals for Best Care with other employees and patients/consumers
- 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 the Western Health strategic aims.

Key Working Relationships

Internal:

- Pharmacy Staff
- Medical Staff
- Nursing Staff
- Ward Staff

External:

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- Patients and carers
- Suppliers
- 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, and the ability to co-operate with all 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 SHPA Guidelines.
- Demonstrated high level of communication and interpersonal skills.
- Demonstrated ability to identify and solve problems appropriately.
- Demonstrated ability to meet time constraints and to determine workload priorities.
- Able to work with minimum supervision.
- Possesses well-developed computer skills.
- Maintains professional conduct including punctuality and attendance.
- Fosters and maintains working relationships.
- To be able to adapt to a changing environment.
- An ability to understand and adhere to Western Health Policies and Procedures.

Desirable

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

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

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- 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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