

POSITION DESCRIPTION

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| Position Title: | Senior Pharmacist – Medicines Policy and Strategy |
| 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: | SX6 – SX81 |
| Reports To: | Lead Pharmacist – Medicines Strategy |
| Direct Reports: | None |
| Date Prepared/Updated: | 5 August 2025 |

Position Purpose

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

- To collaborate and lead aspects of the development of high-quality, evidence-based medicines-related Policies, Procedures and Guidelines (PPGs) and medication protocols that support safe, standardised and sustainable medicines use across Western Health
To establish a consistent and efficient approach to the creation, review, and maintenance of all PPGs sponsored by the Director of Pharmacy, in accordance with the Western Health PPG Framework
- To assist with the review and authorship of non-pharmacy sponsored PPGs, including collaboration with the Medicines Governance Pharmacist, and specialist pharmacists as required
- To lead the development, standardisation, and governance of internal pharmacy standard operating procedures (SOPs) in collaboration with key stakeholders to ensure consistency, quality and alignment with departmental processes and operational workflows
- To support the implementation of sustainability initiatives across the organisation
- To author network-wide communications relating to sustainability and medicines-related initiatives in collaboration with key stakeholders as required
- To support the Pharmacy Department in delivering a safe, sustainable and strategic approach to medicines management
- To contribute to educational, operational and quality improvement activities of the department

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

Our Vision

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Patients – Employees – Community – Environment

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.

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 standardisation of Western Health PPGs where Pharmacy is the sponsor or a stakeholder, by developing and implementing processes that ensure they are consistent, evidence-based, and aligned with best practice and governance requirements
- Contribute to the authoring, review and formatting of pharmacy-sponsored PPGs, providing expert guidance to ensure clarity, quality and alignment with organisational priorities
- Establish and maintain standardised templates, tools and processes to support pharmacists in the consistent and timely development and review of PPGs
- Assist with the reviews of non-pharmacy sponsored PPGs, including collaboration with the Senior Pharmacist - Medicines Governance and specialist pharmacists as required
- Lead the development, standardisation, and governance of internal pharmacy standard operating procedures (SOPs) in collaboration with key stakeholders to ensure consistency, quality and alignment with departmental processes and operational workflows
- Draft decision summaries and memoranda to support the implementation of sustainability and medicines-related initiatives
- Work with clinicians to review and develop changes to practice
- 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
- Work with the pharmacy leadership team to deliver goals of strategic business plans that meet current and future needs
- Support the analysis of medication expenditure by providing recommendations for the effective control of medication expenditure

Professional, Ethical and Legal Approach

- To provide 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
- 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 Directors or Director of Pharmacy

Lifelong Learning

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- Horizon scanning and benchmarking to assist in the implementation of service improvements and research projects to benefit pharmacy functions
- To develop and deliver necessary training material for application and maintenance of PPG initiatives to Western Health staff
- To be proactive in research, publication and presentation activities relevant to this position
- 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
- To ensure that all recommended, developed and implemented processes and procedures are cost-effective and sustainable by the organisation
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- To ensure that another staff member is able to perform these functions in the absence of the Senior Pharmacist – Medicines Policy and Strategy 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 staff
- Medical staff
- Nursing and Midwifery staff
- Clinical Services Directors and Divisional Directors
- Hospital Departments / Units / Committees
- Unit Managers, Heads of Unit

External:

- Professional bodies and committees
- Other Healthcare Providers

Selection Criteria

Essential

- Completion of Bachelor of Pharmacy or equivalent
- Holds general registration as a Pharmacist with the Pharmacy Board of Australia (AHPRA).
- Experience engaging with multidisciplinary stakeholders to shape clinical policy and service delivery
- Demonstrated expertise in the development and governance of clinical policies, procedures, and guidelines
- Excellent word processing, spread sheet and database software skills
- Experience in providing 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 Guidelines
- Experience in providing education and training to pharmacy staff and students
- Ability to adhere to the Western Health key behaviours

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- 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

- Relevant post graduate qualification
- Strong understanding of the legislative and regulatory frameworks guiding hospital pharmacy practice
- Experience in delivering practice improvement initiatives
- Experience in line management of hospital pharmacy staff
- 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), 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

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- 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.

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| 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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