

POSITION DESCRIPTION

Position Title:	Grade 2 Clinical Pharmacist – Perioperative Services
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 or its successor agreement
Classification:	SX2 – SX5
Reports To:	Senior Pharmacist – Perioperative Services Senior Pharmacist – Surgical Services
Direct Reports:	None
Date Prepared/Updated:	22 August 2025

Position Purpose

The Grade 2 Clinical Pharmacist – Perioperative Services provides expert professional knowledge and skills to:

- Optimise patient outcomes by providing specialised clinical perioperative and pain medicines advice as patients transition through the surgical pathway.
- Support the Senior Pharmacist – Perioperative Services in providing perioperative pharmacy services across Western Health.
- Work collaboratively across the multidisciplinary team to ensure the delivery of high-quality, patient-centred care within the perioperative and surgical settings.
- Promote the quality use of medicines through evidence-based practice and minimise treatment costs by optimising medication prescribing and supply.
- Actively participate in service development, including contributions to departmental projects, research activities, and quality improvement initiatives aimed at improving perioperative services.
- Assist the Senior Pharmacist – Perioperative Services in orientating clinical pharmacy staff rotating into the Perioperative Pharmacist role.
- Support education, research and operational activities within the Pharmacy Department and Perioperative Services.

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 early start or after hours shifts, 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

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, including to:

- Act as the representative of the Pharmacy Department in all matters relating to patient care.
- Oversee and as required, supply all necessary pharmaceuticals for the Operating Theatres and Day Procedure Unit (DPU).
- Develop expert knowledge and act as an information resource for the Pharmacy Department and perioperative services staff in Perioperative and Pain Medicine.
- Participate in Pre-Admission Clinic (PAC), including the provision of guideline supported perioperative medication advice to patients via pharmacist credentialing.
- Participate in rounds with the Acute Pain Management Service (APMS) Team to guide rational prescribing and optimise patient outcomes.
- Promote medication safety and quality use of medicines, including analgesic, antimicrobial and anticoagulant stewardship in the perioperative setting.
- Be proactive in identifying and recommending cost effective drug therapy where appropriate.
- Assist in reviewing and rationalising the Operating Theatre and DPU imprests regularly.
- Assist in keeping the Operating Theatre and DPU medication rooms/cupboards/fridge tidy so that medication safety is assured.
- Provide clinical services per the Grade 2 Clinical Pharmacist position description.
- Provide dispensing services as required per the Dispensary Pharmacist position description.
- Ensure that appropriate documentation for Special Access Scheme (Category A, B and C) and non-formulary medications is obtained and completed
- Record all pharmacist interventions as required in patients' records
- Report medication-related incidents in RiskMan, following discussion with the relevant Team Lead / Senior Pharmacist
- 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
- Perform other duties as delegated by the Team Leads, Pharmacy Senior Leadership Team, Deputy Director(s) and/or Director of Pharmacy

Professional, Ethical and Legal Approach, including to:

- Act in accordance with all Victorian and national pharmacy legislative requirements.
- Maintain performance standards consistent with AdPha's Guidelines for Clinical Practice and Western Health Policy and Procedures.
- Ensure that Schedule 8 and Schedule 4D stock levels, supplies, balances, 3 monthly balance and expiry verifications and associated documentation are kept and maintained for the ward as required by the DPCS specifications.
- Ensure that the requirements of the Western Health Pharmacy policies, procedures and formulary are always adhered to by both medical and nursing staff.
- Maintain consistent performance standards.

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Collaborative Practice, including to:

- Provide medication information to medical, nursing and allied health staff, as well as to patients and carers as required.
- Provide clinical handover, using the ISBAR format, at all transitions of care for your patients.
- Participate in meetings, consultant ward rounds or other forums where medication therapy is optimised.
- Provide support to other hospital pharmacists and health care providers as required.
- Ensure continuity of care for patients by liaising with community pharmacists, aged care facilities, general practitioners, specialists, other hospital staff and any other health service providers as appropriate.
- Maintain relationships with staff from Anaesthetics, Operating Theatres, Preadmission Clinics and Pharmacy to support collaboration (quality use of medicines, research and patient care).
- Assist in monitoring both medication usage and trends in risk relating to medicines within the Operating Theatres, as required.
- Assist in providing regular and timely communication to anaesthetic and theatre staff around quality use of medicines issues including stock shortages and presentation changes.
- Assist with implementing medication expenditure minimisation strategies, as required.
- Participate in the review and/or updating of perioperative and pain medicine associated policies and procedures.
- Support the Pharmacy Senior Management Team by participating in audit activities and other duties that supports the operations of the department, as required.
- Contribute to the presentation and/or publication of service improvement projects.

Lifelong Learning, including to:

- Participate in medication evaluations and quality assurance activities.
- Provide education sessions to perioperative 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 and advanced scope credentialing programs.
- Participate in relevant professional development opportunities.
- Proactively participate in departmental research, publication and presentation activities relevant to clinical and perioperative pharmacy.
- Support the Director of Pharmacy by participating in ongoing utilisation and audit activities
- Assist the Senior Pharmacist – Perioperative Services in orientating clinical pharmacy staff rotating into the Perioperative Pharmacist role.
- Assist in coordinating and participating in the department's Education and Training Program as required.

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 the Western Health 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 the Western Health strategic aims.

Key Working Relationships**Internal:**

- Pharmacy staff
- Perioperative staff

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<p>External:</p> <ul style="list-style-type: none"> • Community pharmacists • Community and aged care service providers • General practitioners and specialists • Public and private hospital staff • External contractors
<p>Selection Criteria</p>
<p>Essential</p> <ul style="list-style-type: none"> • Bachelor of Pharmacy or equivalent • Registered or eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) • A minimum of 2 years' experience as a clinical pharmacist in a hospital setting across a range of clinical areas, with rotation exposure in surgical, medical and cardiology specialties. • A minimum of 6 months experience in providing surgical services in a hospital setting. • Demonstrated leadership skills and ability to act as a point of reference within a specialty area. • Demonstrated high level performance, working autonomously with minimal supervision i.e. positive feedback from stakeholders, achievement of KPIs, recording of interventions, practicing consistently according to policies and legislation. • Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with AdPha guidelines. • Well-developed written, oral and interpersonal communication skills. • Well-developed computer skills. • Demonstrated ability to identify and solve problems appropriately. • Demonstrated ability to meet time constraints and to determine workload priorities. • Flexibility and demonstrated evidence of working cooperatively in a team environment. • Demonstrated ability to work collaboratively with hospital staff and patients, including active contribution to projects and initiatives. • Evidence of participation in practice improvement projects. • Participation in the organisation, development and/or delivery of department education programs for pharmacy students, pharmacy interns or pharmacy technicians. • Maintains professional conduct including punctuality and attendance. • Fosters and maintains working relationships. • Ability to adapt to a changing environment. • Ability to understand and adhere to Western Health policies and procedures. <p>Desirable</p> <ul style="list-style-type: none"> • Clinical pharmacy experience in Perioperative Services. • Experience in managing change, service development and/or practice research. • Post graduate degree/diploma in clinical pharmacy, or equivalent. • Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee level, or active membership of a health-service wide committee. • Previous research project authorship with publication or presentation at conference. • Experience with Electronic Medical Record systems e.g. Oracle EMR.
<p>Additional Requirements</p>
<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) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment

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- 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 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 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.](#)

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

Employee's Signature:

Date:

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