

POSITION DESCRIPTION

Position Title:	Clinical Pharmacist – Rotational
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 – Year 1 to Year 6 (SW5 to SW10)
Reports To:	Relevant Pharmacist Team Lead or Senior Pharmacist
Direct Reports:	None
Date Prepared/Updated:	3 August 2026

Position Purpose

The Clinical Pharmacist – Rotational, delivers high-quality, patient-centred clinical pharmacy services to optimise medication use and improve patient outcomes across Western Health. Working collaboratively within multidisciplinary teams, the role provides comprehensive clinical pharmacy services including medication reconciliation, medicines review, therapeutic recommendations, patient education, discharge planning and continuity of care in accordance with evidence-based practice, legislative requirements and professional standards.

Working under the guidance of Senior Pharmacist(s), this role provides expert professional skills and knowledge to ensure that:

- Optimise patient outcomes through evidence-based clinical pharmacy practice and the quality use of medicines
- Deliver safe, effective and patient-centred medication management by partnering with patients, prescribers and multidisciplinary teams to maximise therapeutic outcomes and minimise medication-related harm.
- Ensure compliance with professional, legislative and accreditation standards by delivering pharmacy practice in accordance with AdPhA Standards of Practice, relevant legislation and Western Health policies.
- Contribute to service excellence by maintaining professional competence, supporting education and workforce development, and participating in quality improvement and pharmacy performance monitoring.

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.

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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
- 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:

- Deliver safe, patient-centred clinical pharmacy services across a range of clinical and operational rotations.
- Conduct comprehensive medication reconciliation, admission interviews, and maintain accurate Medication Management Plans (MMPs) and pharmacy documentation in accordance with Western Health procedures.
- Review, verify and optimise medication therapy by assessing medication orders for appropriateness, safety, legality, dosing, interactions, allergies and therapeutic effectiveness.
- Collaborate with prescribers to recommend, document and implement evidence-based medication therapy changes to optimise patient outcomes.
- Provide patient-centred medication counselling and education to patients and carers to support the safe and effective use of medicines.
- Prepare accurate discharge medication lists in accordance with Western Health procedures to facilitate safe transitions of care and continuity of medication management.
- Manage patients' own medications during admission, including appropriate storage.
- Endorse all medication orders as required with appropriate information to ensure unambiguous orders, thereby assisting in the right patient receiving the right medicine at the right dose at the right time
- Monitor patient response to therapy through clinical assessment and interpretation of biochemical, haematological, microbiological and therapeutic drug monitoring results, escalating concerns as appropriate.
- Assess medication compliance and implement appropriate strategies to ensure ongoing concordance with treatment regimens within inpatient settings which can be continued post discharge
- Identify, document, report and assist in the management of adverse drug reactions and medication-related incidents.
- Maintain accurate documentation of pharmacist interventions and ensure compliance with incident reporting requirements, including RiskMan, following discussion with the relevant Team Lead / Senior Pharmacist
- Support safe medication supply of ward imprest stock and non-imprest medications
- Deliver safe, accurate and timely dispensing services for inpatient, outpatient and ambulatory patients in accordance with relevant legislation, accreditation requirements, PBS requirements, Western Health policies and AdPhA Standards of Practice.
- Provide dispensing services in accordance with the Dispensary Pharmacist position description.
- Identify and implement recommendations for cost effective medication therapy, including optimising the ward medication imprest range and levels
- Ensure that non-imprest medicines are promptly returned to the pharmacy when they are no longer required
- Promote the Quality Use of Medicines through evidence-based prescribing advice, cost-effective medication management and compliance with formulary and Special Access Scheme requirements (including ensuring appropriate documentation and approval is obtained).

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- Promote medication safety by ensuring medication storage areas, treatment rooms and medication cupboards are maintained in accordance with medication safety principles and organisational standards.
- 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:

- Represent the Pharmacy Department in all aspects of patient care.
- Practise accordance with all Victorian and national pharmacy legislative requirements
- Perform standards consistent with AdPhA Guidelines for Clinical Practice and Western Health Procedures
- Maintain medication governance requirements relating to Schedule 8 and Schedule 4D medicines, including stock control, documentation and regulatory compliance as by the DPCS specifications.
- Promote adherence to pharmacy policies, procedures and formulary requirements while maintaining high standards of professional practice and accountability.

Collaborative Practice:

- Work collaboratively within multidisciplinary healthcare teams to optimise medication management and patient outcomes.
- Provide timely medication information and expert advice to medical, nursing, allied health staff, patients and carers. Participate in clinical audits, quality improvement initiatives, protocol development, ward rounds/meetings and departmental projects to enhance patient care and service delivery.
- Participate in the review or updating of medication-related protocols for specialty wards as required
- Provide clinical handover and support to other hospital pharmacists and healthcare providers as required

Lifelong Learning:

- Participate in ongoing professional development, competency assessment and advanced scope credentialing programs.
- Contribute to education and training of pharmacists, pharmacy interns, students, technicians and other healthcare professionals
- Participate in research, medication evaluations, audits, quality assurance and service improvement activities that support evidence-based practice and innovation. This includes publication and presentation activities relevant to pharmacy services.

Health Values:

- 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 professionalism, integrity, respect, collaboration and continuous improvement in all interactions when dealing with patients, consumers and colleagues.
- Partner with patients, consumers, carers and colleagues to achieve high-quality, equitable and sustainable healthcare outcomes.
- Model positive and proactive attitudes and behaviours that support the dimensions of 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 and midwifery staff
- Allied Health staff
- Ward staff

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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 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 all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with the AdPhA 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 • Well-developed computer skills • 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 Desirable: • Experience in hospital pharmacy • Proficiency in word processing, spreadsheet and Merlin dispensing software applications • Experience with Electronic Medication Records systems, e.g. Oracle Health 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. • 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

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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.

- 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 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 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 that 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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