

POSITION DESCRIPTION

Position Title:	Education 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 2 – Year 1 to Year 4 (SX2 to SX5)
Reports To:	Senior Pharmacist – Education
Direct Reports:	N/A
Date Prepared/Updated:	11 August 2026

Position Purpose

The Grade 2 Pharmacist – Education supports the delivery of pharmacy education and professional development across Western Health. The role contributes to the orientation, training, supervision and development of pharmacists, pharmacy interns, students and pharmacy technicians across all campuses.

Key functions of the role include:

- Supporting Pharmacy Team Leads and the Pharmacy Education Team to supervise, orientate, train and mentor pharmacy staff
- Act as a key contact for undergraduate pharmacy student placements, including coordinating allocations with Pharmacy Team Leads and supporting pharmacy staff undertaking preceptor responsibilities
- Coordinating planning and delivery of the Pharmacy Department's continuing education program
- Active involvement in the AdPhA ClinCAT program across the pharmacy service
- Contribute to the development and review of education resources and activities that support comprehensive pharmacy practice and ongoing professional development.

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.

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Business Unit Overview

The Western Health Pharmacy Service 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:

- Provide education and training to pharmacy staff.
- Support the development and delivery of education and training informed by workforce needs assessments, incident learnings, audit outcomes and stakeholder feedback.
- Actively participate in the Western Health Pharmacy Orientation program.
- Support the coordination of undergraduate pharmacy student placements.
- Actively contribute to the AdPhA ClinCAT program across the Western Health Pharmacy Service.
- Contribute to a positive Best Possible Clinical Learning Environment and Workplace Learning Culture.
- Provide clinical or operational pharmacy services as required.
- Undertake additional departmental duties as required, as directed by the Lead Pharmacist - Education and Research, Deputy Directors or Director of Pharmacy.
- Undertake delegated duties of the Senior Pharmacist - Education during periods of absence or as required.

Collaborative Practice:

- Engage with the Pharmacy Leadership Group to support and facilitate education and training programs.
- Proactively seek information regarding staff clinical education needs and opportunities for development in pharmacy education.
- Support the pharmacy service in the design and delivery of education, acting as a resource for clinical education initiatives.
- Participate in the training of medical, nursing and other clinical staff.
- Represent the Western Health Pharmacy Service on internal and external committees and professional networks in relation to pharmacy education.
- Work collaboratively as part of a multidisciplinary team and contribute to projects and initiatives.
- Participate in relevant conferences, seminars and related educational activities.

Professional, Ethical and Legal Approach:

- Act as a role model for pharmacy staff by demonstrating commitment to professional development, education, good practice and ethical behaviour.
- Actively participate in the pharmacy education programs to ensure they meet the needs of the pharmacy service.
- Contribute to ongoing review and update of relevant staff orientation and training checklists to ensure pharmacy staff receive appropriate role-specific training.
- Maintain performance standards consistent with AdPha Clinical Pharmacy Standards and Western Health and pharmacy specific policies and procedures, and support pharmacy staff to adhere to the same.
- Act in accordance with all Victorian and national pharmacy legislative requirements.

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- Model the behaviours and actions outlined in the Western Health vision for Best Care.

Lifelong Learning:

- Support the Lead Pharmacist - Education and Research and Pharmacy Team Leads in maintaining a structured, contemporary and comprehensive teaching and training program for pharmacy staff and pharmacy student placements.
- Meet and maintain the requirements of advanced scope of practice, including all relevant competencies, knowledge and skill, where applicable.
- Assist in coordinating and actively participating in the department's Education and Training Program.
- Coordinate and facilitate opportunities for ongoing learning and professional development across the Pharmacy Department.
- Foster a learning culture and promote teamwork in the delivery of pharmacy services.
- Ensure education delivered aligns with the Western Health strategic plan and growth of the pharmacy service.
- Participate in research, publication and presentation activities relevant to education, training and clinical pharmacy practice.
- Lead at least one quality improvement initiative annually, contributing to continuous improvement in pharmacy practice and patient care.
- Support the Deputy Directors or Director of Pharmacy through participation in ongoing utilisation and audit activities.

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's strategic aims.

Key Working Relationships

Internal:

- Pharmacy staff
- Clinical staff
- Centre for Education
- Hospital departments/units/committees

External:

- Other health providers
- Pharmacy Universities
- Advanced Pharmacy Australia (AdPhA)
- Professional societies and committees

Selection Criteria

Essential:

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current drivers' licence
- Strong work ethic, demonstrated through punctuality, initiative, professional autonomy, adaptability and problem-solving skills
- Excellent time management and prioritisation skills, with a demonstrated ability to manage competing priorities and meet deadlines
- Demonstrated experience in the training and education of pharmacy staff
- Sound understanding of clinical processes and foundational therapeutics required for hospital clinical pharmacy practice
- Well-developed written and oral communication skills, with demonstrated interpersonal and collaborative skills
- Demonstrated experience adapting teaching and supervision approaches to support staff and students with diverse learning needs and levels of experience

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- Sound knowledge of pharmacy services, with a demonstrated ability to practice in accordance with AdPhA Standards of Practice for Clinical Pharmacy
- Well-developed knowledge of information systems and technology, with the ability to apply this knowledge to support education and training
- Demonstrated ability to work effectively as part of a team and contribute to projects and initiatives
- Ability to understand and adhere to Western Health policies and procedures

Desirable:

- Relevant postgraduate qualification in clinical pharmacy, or equivalent
- Demonstrated experience contributing to committees at a departmental, organisational or external level

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 without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except as 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 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, Mental Health & Wellbeing Act 2022
- 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

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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.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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