

POSITION DESCRIPTION

Position Title:	Senior Pharmacist - Education
Business Unit/Department:	Pharmacy Service
Division:	Clinical Support and Specialist Clinics
Award/Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement
Classification:	Grade 3 (SX6-SX81)
Reports To:	Lead Pharmacist – Education & Research
Direct Reports:	Grade 2 Education pharmacists, Intern pharmacists, students on placement, AdPha summer students, work experience students
Date Prepared/Updated:	31 August 2026

Position Purpose

The Education Pharmacist co-ordinates and supports the training, teaching and supervision of pharmacy interns pharmacy students and work experience students across all campuses of Western Health.

Additionally, the role will work closely with and support the Lead Pharmacist – Education and Research , and Pharmacy Team Leads, in training and teaching pharmacists and pharmacy technicians, and in organising education relevant to pharmacy staff for continuing professional development (CPD).

A key function of the role involves developing frameworks to address potential education and training needs/opportunities relevant to pharmacy staff in collaboration with team members.

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 Hospital Pharmacy department also provides support services to the Sunbury Day 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 medication and medication 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.

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Key Responsibilities

Provision of Care

- Provide education and training to pharmacy staff.
- Co-ordinate the workplace supported learning activities of the Intern Training Program and Intern Foundation Program.
- Co-ordinate intern preceptors/mentors, intern rotations and assessments, tutorials and practice exam timetables.
- Actively participate in intern teaching and tutorials.
- Ensure pharmacy students on placement at Western Health have received the appropriate induction, screening for immunisations, current police and working with children checks and that an agreement with the teaching institution is in place.
- Ensure that supervising pharmacists are appropriately orientated to the requirements of student placements and intern rotations and have the skills to provide an environment that facilitates further learning and professional development.
- Act as a preceptor for students on placement and facilitate student debriefs and student case presentations.
- Strive for positive indicators of Best Possible Clinical Learning Environment and Workplace Learning Culture.
- Assist with various additional departmental duties as required, including the provision of clinical or operational pharmacy services, as directed by the Lead Pharmacist – Education and Research, Deputy Directors or Director of Pharmacy.

Collaborative Practice

- Engage with the Pharmacy Leadership Group to support and facilitate training and education programs.
- Actively contribute as a member of the pharmacy senior leadership team
- Act as a resource for the pharmacy service for the design and delivery of clinical education
- Participate in the training of medical, nursing and other clinical staff, where required.
- Represent the Western Health Pharmacy Service on internal and external committees and with other networks on matters relating to pharmacy education.
- Establish and maintain partnerships with external institutions providing pharmacy education.
- Participate in the development of a clinical pharmacist competency program.
- Explore and develop business opportunities utilising relevant specialist pharmacy skills e.g. external lectures, publications, training other pharmacists, health professionals and pharmacy technicians.
- Participate in relevant conferences, seminars and related educational activities.

Professional, Ethical and Legal Approach

- Present as a role model to other staff regarding professional development, education, good practice and ethical behaviour.
- Be the AHPRA preceptor pharmacist for all pharmacy interns employed, holding all reporting responsibility associated with the intern training program.
- Line manage pharmacy interns, students on placement, work experience students and SHPA summer students; including recruitment and selection, rostering, mandatory training and performance management.
- Improve the pharmacy internship program and ensure it meets the needs of Western Health.
- Manage planned and unplanned leave of pharmacy interns and students on placement.
- Maintain an orientation checklist, in line with Western Health Policy, to ensure that pharmacy interns and students receive appropriate orientation.
- Act as the preceptor for pharmacy students on placement at Western Health.
- Assist the Lead Pharmacist – Education and Research, with recruitment of pharmacy students and interns.
- Assist in ensuring that pharmacy staff adhere to Western Health and pharmacy specific policies and procedures.

Lifelong Learning:

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- Support the Lead Pharmacist – Education and Research, and Pharmacy Team Leads, in developing and maintaining a structured, contemporary and comprehensive teaching and training program for pharmacy staff and regularly evaluate its provision.
- Foster a learning culture and promote teamwork for delivering pharmacy services.
- Provide expert advice on methods of teaching and education.
- Undertake at least one quality initiative relevant to clinical pharmacy practice/education annually.
- Ensure education delivered aligns with the WH strategic plan and growth of the pharmacy service.

Health Values:

- Proactively seek information regarding staff clinical education needs and the potential for improvement opportunities relating to pharmacy education.
- Be proactive in research, publication and presentation activities relevant to education and training and clinical pharmacy practice.
- Identify areas requiring research and co-ordinate quality assurance surveys and projects relating to the provision of education and training.
- Provide regular service reports regarding the training of interns and students including numbers of interns and students trained, challenges, performance development and performance management issues.

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
- Clinical staff
- Centre for Education
- Research staff

External:

- Placement Pharmacy students
- Pharmacy Universities
- Advanced Pharmacy Australia (AdPha)
- Australian Health Practitioners Regulation Agency (AHPRA)
- Department of Health & Human Services

Selection Criteria

Essential

- Pharmacist registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- A current drivers' licence.
- Work ethic demonstrates punctuality, initiative and professional autonomy.
- Proven record of achievement as a clinical pharmacist with highly developed clinical skills.
- Proven record of achievement in training and education of pharmacy staff.
- Highly developed written and oral communication, negotiation and interpersonal skills.
- Knowledge and understanding of different learning and supervision styles and an ability to apply these styles to teaching of staff and students with a broad range of abilities and skills.
- Sound knowledge and understanding of all relevant aspects of pharmacy services, particularly a demonstrated ability to practice in accordance with AdPha Standards of Practice for Clinical Pharmacy.

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- Well-developed knowledge of information systems and technology, and the ability to apply this knowledge for education purposes.
- Ability to work as part of a team as well as contribute to projects and initiatives.
- Fosters and maintains working relationships.
- Demonstrates an ability to adapt, manage change, problem solve and be reliable.
- Ability to understand and adhere to Western Health Policies and Procedures.
- Demonstrated well-developed team management skills, conflict management skills and multidisciplinary team collaboration.
- Demonstrated ability to determine workload priorities to complete multiple set tasks by the required deadline.

Desirable

- Participation in a relevant Specialty Practice or Interest Group.
- Relevant post-graduate qualification in clinical pharmacy or clinical education.

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.

Employee's Name:			
Employee's Signature:		Date:	Click here to enter a date.

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