

POSITION DESCRIPTION

Position Title:	Senior Pharmacist – Aseptic & Oncology Manufacturing
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement
Classification:	Pharmacist – Grade 3 (Year 1 to Year 4)
Reports To:	Lead Pharmacist - Manufacturing Services
Direct Reports:	Grade 2 Manufacturing Pharmacists; Grade 3 Pharmacy Technician – Oncology Services; Grade 1 and 2 Clinical Rotational Pharmacists (rotational operational support); Pharmacy Interns (rotational operational supervision); Pharmacy Technicians (operational management)
Date Prepared/Updated:	4 September 2025

Position Purpose

The Senior Pharmacist – Aseptic & Oncology Manufacturing is primarily based at the Sunshine Oncology Satellite Pharmacy and is an integral member of the Manufacturing Services Team at Western Health Pharmacy Department. The role includes operational management of the Oncology Satellite Pharmacy, where cytotoxic, adjuvant therapies and biological agents are prepared. In collaboration with the Lead Pharmacist - Manufacturing Services, they are responsible for supporting other manufacturing pharmacy services provided at Sunshine Hospital, and services across other Western Health campuses as required, to ensure safe, timely, and uninterrupted patient care. This role assists the Lead Pharmacist - Manufacturing Services as required, including in aspects of financial management, quality assurance, and activity reporting for pharmacy manufacturing at Sunshine Hospital. The incumbent will work collaboratively with Cancer Services, Ambulatory Care Services, and clinical pharmacy staff to develop and refine operational procedures, and to identify and implement service improvement projects. The role also includes supervision, support, education and development of staff working within the manufacturing services, as well as collaboration with the Clinical Trials Pharmacist to oversee the day-to-day preparation of parenteral clinical trials medicines.

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 shifts, 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 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 the Sunbury Community Hospital, Melton 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 expert 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

- Manage and coordinate the timely supply of manufactured products for Cancer Services including the Day Oncology Unit, Oncology inpatient wards, and Sunshine Hospital Radiotherapy Centre, while also supporting the preparation of non-cytotoxic sterile and non-sterile products for Medical Ambulatory Day Unit and other clinical areas.
- Support the provision of pharmacy manufacturing services by working with the Lead Pharmacist - Manufacturing Services to coordinate and monitor day-to-day compounding production within the manufacturing suites at Sunshine Hospital.
- Collaborate with Senior Pharmacists at other campuses to maintain consistent practices and escalate cross-site alignment issues to the Lead Pharmacist – Manufacturing Services.
- Apply contemporary knowledge in the areas of haematology, oncology, and aseptic practice to support patient care and contribute to clinical decision making.
- Apply high level clinical pharmacy knowledge to operational and clinical situations.
- Assist the Lead Pharmacist – Manufacturing Services to coordinate regular scheduled maintenance of the manufacturing suites and all equipment such as the laminar flow cabinets and biohazard cabinet.
- Maintain required documentation and ensure compliance for Special Access Scheme (SAS) medicines, PBS Highly Specialised Drugs, compassionate access requests, and clinical trial products including liaising with all the relevant stakeholders and ensuring regulatory and procedural compliance.
- Ensure that the preparation and dispensing of Western Health manufactured clinical trial medicines is in accordance with relevant guidelines and procedures.
- Perform other duties as delegated by the Lead Pharmacist – Manufacturing Services, Deputy Directors of Pharmacy and/or the Director of Pharmacy.

Professional, Ethical and Legal Approach

- Ensure quality and service standards are met by actively participating in manufacturing quality assurance programs, audits, and reporting of variances.
- Contribute to the development and review of manufacturing services protocols and procedures.
- Actively participate as a member of the Pharmacy Senior Management Team.
- Provide day-to-day supervision, guidance, and support to pharmacists and technicians rostered in the manufacturing suites at Sunshine Hospital and escalate performance or training concerns to the Lead Pharmacist – Manufacturing Services.
- Manage staff working within manufacturing services (in addition to assisting the Lead Pharmacist – Manufacturing Services) including, but not limited to performance development, management of underperformance, leave management and mandatory training compliance.
- Provide clinical advice to staff on pharmacy manufacturing practice and decision support for optimal patient care.
- Act as a role model and mentor for the development of good work practices, teamwork, ethical behaviour and professional education and development.
- Coordinate orientation and provide training of Grade 2 Manufacturing Pharmacists to ensure continuity of services during periods of leave.

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- Support and contribute to the maintenance of manufacturing services procedures, guidelines, and standard operation procedures (SOPs) including those pertaining to clinical practice and operations (particularly PBS).
- Ensure staff are adequately trained and compliant with established procedures, guidelines and SOPs.
- Monitor day-to-day inventory levels in the manufacturing suites at Sunshine Hospital and report issues to the Lead Pharmacist – Manufacturing Services to support optimal stock management.
- Ensure compliance with the Western Health Drug Formulary, decisions of the Drugs and Therapeutics Committee and relevant pharmacy specific policies and procedures.
- Accurately process and check PBS prescriptions in line with Medicare Australia and Western Health requirements, escalating complex issues as appropriate.
- Assist with the collection and collation of pharmacy KPIs and workload data to support monthly reporting.

Collaborative Practice

- Cooperate with clinical services in joint quality activities such as clinical audits and support new initiatives where appropriate.
- Partner with Clinical Trials Pharmacy staff and Research staff to provide operational support for clinical trials at Sunshine Hospital.
- Complete compounding risk assessments for clinical trial products in collaboration with the Clinical Trials Pharmacist and escalate issues requiring higher-level approval.
- Support communication of patient medication requirements with carers and/or relevant health care providers in the community.
- Identify opportunities for service or quality improvement based on day-to-day operations and communicate these to the Lead Pharmacist – Manufacturing Services.
- Contribute to liaison processes between the Western Health Pharmacy Department and primary care providers by ensuring clear, accurate documentation and communication of relevant patient information.

Lifelong Learning

- Review and apply work practices in pharmacy manufacturing services, providing feedback to the Lead Pharmacist – Manufacturing Services on opportunities for improvement.
- Collaborate with clinical services (e.g. Cancer Services, Ambulatory Services) to support implementation of service improvements to meet patient needs.
- Assist in the delivery of structured manufacturing training programs and orientation checklists for pharmacy staff, students, and technicians, ensuring competency in manufacturing tasks.
- Provide supervision and operational support for staff competency, including internships and residencies, in the preparation of manufactured products, ensuring adherence to SOPs and safe practice.
- Participate in the development of research initiatives and quality improvement projects, particularly relating to manufacturing, and encourage manufacturing pharmacists in presentations.
- Participate in education programs for clinical and pharmacy staff, contributing operational insights and hands-on training support.
- Maintain up-to-date knowledge of oncology pharmacy practice, monitoring trends and new developments in medical oncology and haematology and share relevant updates with the team.
- Investigate and assess of reported incidents in manufacturing services, identifying trends in medication management errors.

Health Values

- Demonstrate the value of pharmacy manufacturing services by providing safe, accurate, and timely support to clinical teams and patients.
- Maintain awareness of oncology pharmacy service demands to respond effectively to changes in activity within Western Health Cancer Services.
- Support staff in the manufacturing areas by ensuring they understand and complete their daily responsibilities, providing supervision and guidance as needed.
- Apply knowledge of medication therapy to support and recommend cost-effective and safe patient care, including identifying minor efficiency improvements or cost-saving opportunities in operational processes.
- Identify and implement strategies to improve efficiencies wherever possible.

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- Ensure PBS income reimbursement is optimal and identify and implement income generating opportunities where appropriate.
- Ensure all manufacturing activities comply with legislative requirements, Occupational Health and Safety standards, accreditation requirements, and AdPha's Standard of Practice for Pharmacy Production Services.
- Promote occupational health and safety in manufacturing suites, including correct use of personal protective equipment, safe handling of cytotoxic and hazardous medicines, and management of spills.
- Perform risk assessments for storage, handling, and compounding of medicines as part of daily operational responsibilities, ensuring compliance with all relevant legislative or practice standard requirements.

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:

- Patients
- Medical and nursing staff
- Pharmacy staff
- Head of Cancer Services
- Operations Manager
- Environmental Services staff
- Engineering Services Staff
- Hospital departments/units/committees

External:

- Professional societies and committees
- Other healthcare providers
- External maintenance contractors
- Wholesalers and manufacturers

Selection Criteria

Essential:

- Completion of Bachelor of Pharmacy or equivalent.
- Registered pharmacist with AHPRA.
- Minimum 5 years of hospital pharmacy experience.
- Minimum 3 years of oncology pharmacy practice.
- Minimum 3 years of sterile and non-sterile manufacturing.
- Knowledge and understanding of all relevant aspects of pharmacy services, and a demonstrated ability to practice in accordance with AdPha Guidelines.
- Ability to understand and adhere to Western Health policies and procedures.
- Strong commitment to continual professional development, maintaining current knowledge and adhering to best practices.
- Well-developed staff supervision and interpersonal skills, with a collaborative approach to working with hospital staff and patients.
- Ability to manage a team and resolve conflict.
- Ability to identify service improvement opportunities and implement change.
- Demonstrated ability to adapt to a changing environment and demonstrate initiative within it.
- Practices collaboratively as part of a multidisciplinary health care team.
- Demonstrates an ability to lead pharmacy manufacturing services.
- Well-developed problem-solving skills along with a high level of attention to detail.
- Demonstrates commitment to patient support by understanding patients' needs and responding willingly and pleasantly to patient their enquiries.
- Demonstrated ability to meet time constraints and to determine workload priorities.
- Must be able to work across different Western Health campuses.

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- Demonstrated commitment to continuous quality improvement process, leadership initiatives, service development and innovation, and ongoing change management

Desirable:

- Membership of a relevant Specialty Practice Group (SPG) including AdPha Compounding Services and AdPha Oncology and Haematology SPGs.
- Committee experience.
- Recognised post-graduate qualification in Pharmacy.
- Experience in line management of hospital pharmacy staff.
- Previous research project authorship with publication or presentation at conference.

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, and 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), 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- 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 the 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 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.

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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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