

Position Description

Grade 2 Pharmacist (Operational)

Classification:	Pharmacist Grade 2 (SX2 - SX5)
Business unit/department:	Pharmacy Department
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Choose an item. Choose an item.
Employment type:	Fixed Term Full-Time or Part-Time Parental Leave (backfill)
Hours per week:	40 hours (38 + ADO)
Reports to:	Deputy Director of Pharmacy (Operations)
Direct reports:	NA
Financial management:	Budget: NA
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The objective of this role is to deliver comprehensive, high quality pharmaceutical care to patients of Austin Health, ensuring safe, effective, and patient centred medicines management. The position supports the broader healthcare team in all aspects of medicines management, and may include:

1. provision of dispensary services
2. aseptic preparation and non-sterile manufacturing
3. supervision and education of pharmacy interns and students
4. orientation and training of new staff or to staff rotated to the operational area
5. supporting medication safety/service improvement initiatives
6. delivery of clinical trials services

Key customers are: Staff and patients of Austin Health

The Pharmacy Department sits within the Division of the Chief Medical Officer and provides comprehensive high-quality care to Austin Health patients and supports other members of the healthcare team in all aspects of medicines management. The department consists of a skilled team of pharmacists, technicians and support staff working across all three campuses of Austin Health to ensure patients receive excellent care.

Position responsibilities

Outpatient Dispensary and Inpatient Dispensary

The key responsibilities are to provide pharmaceutical care to patients attending the dispensary service area or inpatients, dispense prescriptions, and provide drug distribution support. This may include but is not limited to the following activities:

- Review medication orders, new and repeat for accuracy and clinical appropriateness.
- Identify and resolve medication related problems
- Communicate with patients or staff regarding medication management
- Timely and accurate dispensing of prescriptions
- Provide medication education to patients/carers
- Document clinical interventions as required
- Promote medication safety
- Promote rational, cost-effective drug therapy
- Provide medicine information to health care professionals and to patients where appropriate.
- Check accuracy for prescriptions filled by pharmacy interns, technicians and students
- Participate in quality use of medicines projects, audits and dispensary-based quality assurance activities.
- Perform assigned activities as directed by the Dispensary Manager (Outpatients) or Pharmacist in charge (Inpatients).

Pharmaceutical manufacturing and prepacking in aseptic compounding, non-sterile manufacturing and cytotoxic preparation

- Manage the day- to-day operations of sterile and non-sterile manufacturing service. This includes but not limited to: Verifying prescription orders, Prepare and compound pharmaceutical aseptic and non-aseptic products, Final check and release of the product and clinical decision making.
- Prioritise workload to optimize quality, safety and patient flow.
- Provide medication information and advice to other health care professionals for sterile and non-sterile products, compounding equipment and techniques.
- Assist the Grade 3 pharmacist leads in providing leadership to the Aseptic and Manufacturing team.
- Maintain optimum stock & consumable levels to meet the production requirements.
- Liaise with HITH pharmacist and manufacturing technician to ensure timely provision of sterile products for the HITH antibiotic service
- Liaise with the Antibiotic and Peri-operative Drug Allergy Testing Services to ensure timely provision of sterile and non-sterile products for allergy testing clinics.
- Ensure all pharmaceutical manufacturing and pre-packing are undertaken to the highest possible standards (accurate, zero defects).
- Participate in quality improvement activities within the Aseptic and Manufacturing area.

Clinical Trials

The role may have key responsibilities supporting clinical trials with activities that may include, but is not limited to:

- Conduct clinical trials (may include non-cancer services trials) to ensure adherence to ICHGCP, NHMRC Australian Code for the Responsible Conduct of Research and the



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National Statement, and the Australian Clinical Trial Handbook, including alignment with the National Safety and Quality Health Service (NSQHS) Standards and local clinical governance frameworks.

- Receive and store investigational drugs as specified in the protocol.
- Contribute to protocol and pharmacy manual review, feasibility assessments, site-specific governance, and start-up activities; participate in HREC/scientific review where appropriate
- Develop procedures for the preparation of sterile and non-sterile clinical trial medications in accordance with project specific protocols.
- Act as primary pharmacy point of contact for investigators, study coordinators, monitors, sponsors/CROs, and internal pharmacy teams; support audits/monitor visits and address findings/CAPAs.
- Compound sterile/aseptic investigational products (including cytotoxics and biologics) in accordance with departmental/manufacturing standards.

Orientation, supervision and training

- Support the training and supervision of pharmacy staff, interns and students in sterile manufacturing area.
- Assist in the training and validation of on-call and weekend pharmacists in aseptic technique and sterile manufacturing.

Selection criteria

Essential Knowledge and skills:

1. Well-developed written, oral and interpersonal communication skills;
2. Demonstrated ability to work collaboratively within a multidisciplinary team to deliver safe, high-quality patient care.
3. Strong consumer-centred focus, ensuring service delivery that prioritises patient needs and enhances overall care experiences.
4. Exceptional accuracy, attention to detail and efficiency in all medication management processes.
5. At least 2 years of hospital pharmacy experience.

Desirable but not essential:

- Presentation of paper/poster at Pharmacy conferences or contribution to research project
- Knowledge of Code of GMP, SHPA, USP, PBA and other relevant guidelines.
- Previous Sterile manufacturing and compounding experience.

Professional qualifications and registration requirements

- Registered as a pharmacist with AHPRA and with no restrictions.
- Relevant post graduate qualification.

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health’s core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health’s Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health’s immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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