

Position Description

Position Title: CCTC Pharmacy Liaison

Classification:	Pharmacist Grade 2 (SX2 - SX5)
Business unit/department:	Cancer Clinical Trials Centre (CCTC)
Work location:	Austin Hospital
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Full-Time or Part-Time
Hours per week:	40hrs with ADO (or less by negotiation)
Reports to:	Operational: CCTC Manager Professional: Austin Director of Pharmacy
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	Aug25

Position purpose

The **CCTC Pharmacy Liaison** is an integral member of the CCTC team, working in close collaboration with the Trial Pharmacy and key departments across Austin Health. This role contributes significantly to workflow efficiency, quality assurance, medication safety, and the overall patient experience in the delivery of cancer clinical investigational drug trials.

The CCTC Pharmacy Liaison supports the effective setup and ongoing management of trial protocols, while also contributing to continuous improvement of service delivery. Responsibilities include assisting the CCTC study team with preliminary quality checks of prescriptions and enhancing the day-to-day workflow of clinical trials. Collaborative and responsive communication is essential, as the role serves as a central liaison across multidisciplinary teams and departments.

About the Directorate/Division/Department

Cancer Services

All metropolitan-based Cancer Services at Austin Health have been delivered through the Olivia Newton-John Cancer Wellness & Research Centre (ONJCWRC) at Austin Hospital. This state-of-the-art facility offers individualised cancer care, supporting both patients and their families.

Clinical services are provided across a variety of inpatient and ambulatory settings. Inpatient care includes an acute oncology and clinical haematology ward, as well as a dedicated palliative care ward. Ambulatory services encompass Radiation Oncology, Day Oncology, Apheresis, and a range of multidisciplinary cancer clinics. Complementing this clinical care, the ONJ Centre also offers a comprehensive suite of wellness programs designed to support the physical, emotional, and spiritual wellbeing of patients throughout their cancer journey.

Austin Cancer Clinical Trials Centre (CCTC)

The Cancer Clinical Trials Centre (CCTC) is an integral part of Austin Health Cancer Services, conducting therapeutic and interventional cancer clinical trials across the Medical Oncology and Clinical Haematology tumour streams. The CCTC manages over 250 clinical trials concurrently ranging from Phase 1 (including First-in-human) to Phase 3, including a mix of investigator-initiated research, collaborative group studies, and pharmaceutical company-sponsored trials. There are over 60 dedicated and highly experienced staff working alongside more than 20 principal investigators to provide direct patient care and ensure the highest quality management of clinical trials.

CCTC comprises six tumour stream teams, each led a Team Leader. These teams include Study Coordinators (Registered Nurses), a Research Assistant, and a Clinical Research Fellow, supported by dedicated staff in ethics submissions, data management, finance, and quality assurance.

The atmosphere within the CCTC is energetic, friendly, and cohesive, underpinned by a strong work ethic shared by all team members.

Austin Trials Pharmacy

The Clinical Trials Pharmacy department at Austin Health supports the hospital by managing the handling, storage, preparation, and dispensing of clinical trial medications. CCTC is the largest clinical trials unit serviced by the Trials Pharmacy team.

The department is staffed by a team of experienced clinical trial pharmacists and technicians, dedicated to ensuring the safe and efficient delivery of investigational therapies.

Position responsibilities

Clinical Trial Support and Compliance

- Perform clinical trial-related tasks within the scope of the role, in accordance with trial protocols, Good Clinical Practice (ICH GCP E6 (R2)), and the NHMRC *National Statement on Ethical Conduct in Human Research*.
- Demonstrate familiarity with standard clinical trial practices, including relevant policies and procedures, privacy and confidentiality requirements, and adverse event reporting.



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- Maintain accurate and compliant records in accordance with ICH GCP and legislative requirements.
- Actively review trial protocols, pharmacy manuals, and other relevant documentation.
- Assist Investigators in protocol development under the guidance of CCTC Management.

Liaising and Communication

- Act as a key liaison between CCTC staff and stakeholders (e.g Trials Pharmacy, General Pharmacy, Day Oncology, and inpatient ward pharmacists) fostering effective communication and collaborative relationships.
- Keep CCTC staff informed of pharmacy-related updates, including new processes and policies relevant to their roles.
- Attend and contribute to relevant CCTC and Pharmacy meetings to strengthen interdepartmental collaboration.
- Serve as a key resource for medical, nursing, and pharmacy staff as needed.

Prescription and Medication Management

- Assist Trials Pharmacy with preliminary review of patient treatment orders and conduct relevant pre-checks upon final confirmation from the CCTC treating team.
- Coordinate with Trials Pharmacy to support the aim for trial prescriptions creation and availability for PI review within a week of Site Initiation Visits (SIVs) to ensure optimal study setup.
- Monitor the Day Oncology Scheduler and ward bookings to ensure optimal planning and quality assurance prior to treatment days.
- Provide patient counselling and education on clinical trial and associated medications.
- Adhere to best practice pharmacy guidelines and Austin Health protocols to ensure patient-centered care, medication safety, and optimal medication management.

Trial Setup, Monitoring and Close Out

- Support the review and assessment of potential clinical trial protocols in collaboration with Principal Investigators (PIs) and Team Leaders, including participation in Site Selection Visits where applicable.
- Assist in the maintenance of the Clinical Trials Pharmacy Folder and support trial setup and ongoing management, as directed by CCTC Management.
- Participate in handovers to ward pharmacists when clinical trial patients are admitted for inpatient treatment.
- Support the maintenance of study-specific accountability logs, as directed by CCTC Management.
- Coordinate with Trials Pharmacy to ensure timely close-out activities and archiving of clinical trial records and ensure CCTC is promptly informed when the Pharmacy site file is ready for archiving.

Quality Improvement and Education

- Participate in and deliver in-services and educational sessions as required.
- Contribute to departmental quality improvement initiatives, education, and accreditation activities.
- Actively engage in initiatives to improve workflow efficiency and trial prescription processes, including the transition to Electronic Medical Record (EMR) prescribing via Cerner PowerChart.
- Support the orientation of new staff to CCTC and Clinical Trials Pharmacy, as required.

Flexibility and Professional Development

- Maintain flexibility in working hours to meet the operational needs of clinical trials



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- Participate in Austin Health's pharmacist continuing education and competency assessment programs as part of ongoing professional development.

Selection criteria

Essential skills and experience:

- Demonstrated commitment to Austin Health values: *Our actions show we care, We bring our best, Together we achieve, and We shape the future.*
- Current registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Proven experience in clinical trials, with a strong working knowledge of hospital pharmacy operations, particularly in Oncology and Haematology.
- Demonstrated ability to build and maintain effective, collaborative working relationships across multidisciplinary teams.
- Strong organisational and time management skills, with the ability to plan ahead and meet deadlines.
- Ability to work effectively under pressure, manage competing priorities, and adapt to changing demands.
- Excellent verbal and written communication skills, with a courteous and professional manner.
- Demonstrated initiative and problem-solving skills, with the ability to identify issues and implement practical solutions.
- High level of attention to detail and accuracy in documentation, processes, and procedures.
- Adaptability and responsiveness in dynamic clinical and research environments.
- Proficiency in computer systems and a willingness to embrace digital health technologies and informatics.
- Enthusiastic, self-motivated, and committed to continuous learning and contributing to a high-performing research team.
- Flexibility to work varied hours to meet the operational needs of clinical trials.

Desirable but not essential:

- Postgraduate qualifications in a pharmacy-related field.
- Broad experience across various hospital pharmacy settings, beyond oncology and haematology

Professional qualifications and registration requirements

- Current registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Undertake continuing professional development (CPD) activities in accordance with Pharmacy Board of Australia requirements, maintaining relevant competencies.



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Quality, safety and risk – all roles

All Austin Health employees are required to:

- 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



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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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