

# Position Description

## Director of Pharmacy

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|----------------------------------|--|
| <b>Classification:</b>           | TA6  |
| <b>Business unit/department:</b> | Pharmacy   |
| <b>Work location:</b>            | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025   |
|                                  | Choose an item.  |
|                                  | Choose an item.  |
| <b>Employment type:</b>          | Full-Time  |
| <b>Hours per week:</b>           | 38 hours   |
| <b>Reports to:</b>               | Chief Medical Officer  |
| <b>Direct reports:</b>           | As per departmental reporting structure  |
| <b>Financial management:</b>     | Budget:  |
| <b>Date:</b>                     | May 2025   |

### Position purpose

The Director of Pharmacy oversees the provision and maintenance of high-quality, efficient and innovative pharmacy services and operations. This includes management of the pharmacy workforce, and financial responsibility for the department and medication expenditure. The role also supports Austin Health in delivering strategies and goals to meet organisational needs.

### About the Pharmacy Department

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 over 140 full time equivalent staff over 3 campuses of Austin Health, including pharmacists and technical and support personnel who work together to ensure patients receive excellent care.

## Position responsibilities

### Role Specific:

- Manage the provision of high-quality, safe, and efficient pharmacy services
- Financial responsibility and accountability for the Pharmacy Department and medication expenditure
- Ensure the pharmacy workforce has the appropriate capability, capacity and credentials
- Oversee the pharmaceutical supply chain and associated procurement
- Provide high quality training, education and research activities
- Ensure legislative requirements, accreditation standards and other relevant guidelines relating to pharmacy services are met

### Business and Finance

- Financial responsibility and accountability for medication and pharmacy services
- Develop and implement financial strategies that will ensure budgetary targets and key performance indicators are achieved
- Initiate and implement actions to improve financial performance and savings
- Ensure all financial and medication use information is available as required
- Oversee pharmaceutical contracts and tenders

### Management and Leadership

- Set the strategic direction for pharmacy services ensuring the delivery of safe, timely, evidence-based care in partnership with patients
- Promote and embed a culture of continuous improvement and innovation
- Work collaboratively with leadership teams across Austin Health and represent Pharmacy at relevant committees and meetings
- Drive initiatives to improve medication safety and clinical excellence including service delivery and digital health
- Provide advice to Austin Health Leadership based on operational, legal and performance needs
- Support Austin Health Leadership to progress collaboration and initiatives across the Local Health Service Network
- Represent and promote pharmacy and medicines management through active participation in external activities and organisations

### Quality, Safety and Research

- Implement and monitor medication management key performance indicators
- Ensure legislative requirements, accreditation standards and other relevant guidelines relating to the pharmacy service are implemented and adhered to
- Co-ordinate activities of the Drugs and Therapeutics Committee
- Lead and promote research and development activities
- Collaborate with universities for undergraduate and postgraduate education and research opportunities
- Ensure staff deliver a consistent level of service in accordance with policies and procedures
- Identify and manage risk and actively work toward implementing risk reduction strategies

### Workforce



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- Lead and foster a culture that reflects Austin Health values
- Ensure recruitment and retention of an engaged and appropriately skilled workforce
- Effective leave management to ensure all staff have a plan and take annual leave regularly
- Oversee that all staff have completed annual performance review and development discussions
- Ensure all pharmacists maintain AHPRA registration
- Oversee professional development opportunities of pharmacy staff

## Selection criteria

### Essential skills and experience:

- A minimum of 10 years' experience as a Hospital Pharmacist and demonstrated experience in a management capacity.
- Demonstrated managerial and leadership skills, including financial, human resource and workforce skills.
- Demonstrated effective interpersonal skills including communication, negotiation, team building and conflict resolution skills.
- Demonstrated commitment to patient safety and excellence
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Highly developed written and oral communication skills.
- Sound knowledge and understanding of all relevant aspects of hospital pharmacy services.
- Demonstrated experience with drug and therapeutics committees, medication safety initiatives, quality use of medicines, continuous quality improvement processes and risk management.
- A commitment to continuing education and the ability to keep abreast of current knowledge and accepted practices

### Desirable but not essential:

- Recognised as a leader within the Pharmacy profession as evidenced by qualifications/awards, professional publications, conference presentations, committee and professional organisation membership, grant submissions and involvement in teaching and education.
- Demonstrated commitment to research or practice development as evidenced by research qualification, research publications and/or successful grant applications.
- Knowledge and experience with clinical trials.

## Professional qualifications and registration requirements

- Current registration with the Australian Health Practitioner Regulatory Agency (AHPRA) / Pharmacy Board of Australia
- Relevant postgraduate qualifications (minimum Master level)



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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 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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