

Position Description

Grade 1 Pharmacist (rotational)

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| Classification: | Pharmacist Grade 1 SW5-SW10 |
| 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 |
| Hours per week: | 38 hours with ADO |
| Reports to: | Deputy Director of Pharmacy |
| Direct reports: | N/A |
| Financial management: | NA |
| Date: | May 2025 |

Position purpose

The objectives of this position are to provide comprehensive high-quality care to Austin Health patients and supports other members of the healthcare team in all aspects of medicines management, and may include:

1. provision of inpatient clinical pharmacy services
2. provision of outpatient pharmacy services
3. aseptic dispensing and non-sterile manufacturing
4. provision of services to Hospital in the Home/Ambulatory Care Centre

The grade 1 pharmacist is expected to practice in a variety of areas within the Pharmacy Department, as required.

Key customers are: Staff and patients of Austin Health

About the Directorate/Division/Department

The Pharmacy Department Mission Statement is: “Working together to provide optimum pharmaceutical care”.

Austin Health Pharmacy Department 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 150 full time equivalent staff over 3 campuses within Austin Health. The team consists of pharmacists, technicians and support personnel who work together to ensure patients receive the highest quality pharmaceutical care possible.

Position responsibilities

Outpatient services

The key responsibilities are to provide dispensary services to outpatient and inpatient areas. This may include but is not limited to the following activities:

- Review prescriptions for clinical appropriateness.
- Identify and resolve medication related problems.
- Timely and accurate dispensing of prescriptions
- Provide medication education to patients/carers
- Provide medicine information to health care professionals and to patients where appropriate.
- Participate in quality use of medicines projects, audits and dispensary-based quality assurance activities.
- Perform assigned activities as directed by the Dispensary Services Manager.

Inpatient services

Provide clinical pharmacy services to inpatients. This may include but is not limited to the following activities:

- Obtain an accurate medication history
- Medication reconciliation
- Review medication orders.
- Assess and document adverse drug reactions.
- Develop medication management plan
- Conduct therapeutic drug monitoring.
- Participate in multidisciplinary ward rounds and meetings.
- Provide medicine information to health professionals.
- Provide medication information to patients or carers.
- Timely supply of medications,
- Documentation of clinical activities
- Check accuracy of dispensing processed by pharmacy interns, technicians and students.
- Facilitate seamless transition between healthcare providers.
- Perform assigned activities as directed by the Clinical Coordinator.

Pharmaceutical manufacturing

Assist in 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.
- Provide medication information and advice to other health care professionals for sterile and non-sterile products, compounding equipment and techniques.



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- 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.

Hospital in the Home (including virtual hospital in the home)/Ambulatory Care Centre (ACC)

Assist with day-to-day activities for the provision of pharmacy services to HITH and ACC which includes:

- Provide a clinical service including monitoring of medication usage, interpretation of test results, recommendations in therapy such as dosage adjustments, or discontinuation of therapy, reporting of adverse drug reactions and the provision of education to patients.
- Coordinate the dispensing, preparation, storage and delivery of medication, and appropriate disposal and handling.
- Provide pharmacy input at multidisciplinary team meetings/ward rounds/reviews.
- Liaise with ward, senior oncology and manufacturing pharmacists as required.

Continuing Education and Competency

- All pharmacy staff must participate in the training and assessment processes including relevant competency assessments in the area of practice.
- All pharmacists must actively participate in the Austin Health Pharmacy continuing education program.
- All pharmacists must participate in an ongoing competence assessment program (SHPA clinCAT) as part of an overall staff development program

Selection criteria

Essential Knowledge and skills:

1. Well-developed written, oral and interpersonal communication skills;
2. Able to work in a multidisciplinary team environment;
3. Demonstrates a positive attitude, initiative and innovation;
4. Consumer focused approach to work and service quality;
5. Accuracy and efficiency in medication management processes;
6. A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us.

Desirable but not essential:

- Participation in quality/service improvement activities or project work;
- Presentation or publication in relevant journal/conference;
- Knowledge of Hospital in the Home pharmacy practice.



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Professional qualifications and registration requirements

- Registered as a pharmacist with AHPRA and with no restrictions;

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.



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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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