

Position Description

Clinical Pharmacist – Team Leader: Mental Health

Classification:	Pharmacist, Grade 3, SX6-SX81
Business unit/department:	Pharmacy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Parental Leave Cover
Hours per week:	40 hours (38 with ADO)
Reports to:	Deputy Director of Pharmacy - Clinical
Direct reports:	As per departmental reporting structure
Financial management:	N/A
Date:	July 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 Clinical Pharmacist Team Leader is responsible for managing, coordinating, and delivering high-quality clinical pharmacy services within their designated portfolio. This role ensures safe, efficient, and innovative pharmacy practices that optimise patient outcomes, while fostering collaboration with nursing, medical, pharmacy, and other hospital staff.

This role provides leadership and mentorship to clinical pharmacists, oversees service planning and performance, and drives continuous improvement initiatives. In addition, the position supports Austin Health's strategic priorities by contributing to organisational goals, implementing evidence-based practices, and promoting excellence in clinical pharmacy.

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 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

Role Specific:

- Provide leadership and oversight of daily clinical pharmacy services in alignment with departmental structure.
- Coordinate and deliver safe, efficient, and high-quality clinical pharmacy services within portfolio.
- Ensure timely and accurate medication information for clinicians and patients.
- Contribute pharmacy expertise at multidisciplinary meetings, ward rounds, and clinical reviews.
- Maintain workforce capability, capacity, and credentialing standards.
- Manage rostering and staff allocation within the team.
- Deliver training, education, and support research initiatives.
- Dispense medications safely and promptly in accordance with Pharmacy Board of Australia guidelines and relevant legislation.
- Comply with the Advanced Pharmacy Australia Standards of Practice for Clinical Pharmacy and the National Safety and Quality Health Service Standards within the area of practice.

Management and Leadership

- Provide strategic leadership and operational management of the clinical pharmacy team to ensure effective service delivery.
- Manage rostering, leave allocation, and workforce rotation in collaboration with the Deputy Director of Pharmacy (Clinical).
- Support strategic goals for safe, timely, evidence-based care.
- Promote a culture of continuous improvement, innovation, and professional development.
- Represent Pharmacy on committees and collaborate with leadership teams across Austin Health.
- Provide operational and performance advice to the Pharmacy Executive.
- Represent the department in external activities and professional organisations.
- Support other departmental services and perform duties as directed.

Education and Training

- Facilitate training and education for interns, undergraduates, and ward staff.
- Provide orientation, competency assessments, professional development, and performance reviews for the pharmacy team.
- Ensure Advanced Pharmacy Australia (AdPha) ClinCATs are completed every two years for pharmacy team.

Quality, Safety and Research

- Implement and monitor medication management KPIs.
- Contribute to policy development, quality improvement, and research initiatives.
- Ensure compliance with legislation, accreditation standards, and guidelines.
- Identify and manage risks, promote cost-effective medicine use, and reduce waste.
- Support staff development through conferences and feedback sharing.

Workforce



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- Foster a culture aligned with Austin Health values.
- Recruit and retain a skilled workforce.
- Manage staff leave effectively.
- Oversee annual performance reviews and professional development opportunities.
- Provide operational cover as required.
- Participate in weekend, public holiday and on-call services.

Business and Finance

- Develop and implement financial strategies to meet budget targets and KPIs
- Monitor resource use to ensure cost-effective service delivery
- Support initiatives to improve financial performance while maintaining high standards of patient care
- Provide accurate financial, medication usage, and activity data for reporting
- Liaise with Pharmacy Executive on budget planning and expenditure
- Contribute to business planning, including workforce modelling and service development

Selection criteria

Essential skills and experience:

- Minimum of 5 years' extensive hospital pharmacy experience.
- Advanced clinical pharmacy knowledge and expertise in relevant area.
- Highly effective, professional, and courteous communication skills.
- Demonstrated ability to work collaboratively within a team, showing initiative and motivation.
- Proven leadership capabilities.
- Experience in staff training, supervision, and performance management.
- Strong commitment to delivering high-quality patient care.
- Ability to represent the pharmacy department on internal and external committees.
- Demonstrated problem-solving skills with a proactive approach.
- Excellent communication, negotiation, and organisational abilities.
- Capacity to work independently while managing competing priorities.
- Demonstrated commitment to patient safety and clinical excellence.
- Ability to perform under pressure, meet deadlines, and prioritise workload effectively.
- A commitment to Austin Health values.

Desirable but not essential:

- Advanced presentation and professional writing skills.
- Strong teaching ability, including didactic and experiential methods, to educate undergraduate and postgraduate pharmacists, nurses, doctors, and allied health professionals.
- Experience in leading or contributing to quality improvement or safety projects within pharmacy services.
- Participation in academic or research activities, such as conference papers/posters, seminar presentations, or journal publications.
- Proficiency in computer applications and digital tools relevant to pharmacy practice.



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Professional qualifications and registration requirements

- Registered as a pharmacist with Australian Health Practitioners Registration Authority (AHPRA).
- Master of Clinical Pharmacy Practice or equivalent post-registration qualifications (extensive clinical experience, certification with the Board of Pharmacy Specialties and/or accreditation as an Advanced Practice Pharmacist may also be considered).

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-centred 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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