

# Position Description

## Quality Use of Medicines Pharmacist

<b>Classification:</b>	Pharmacist, Grade 3, SX6-SX81
<b>Business unit/department:</b>	Pharmacy
<b>Work location:</b>	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)
<b>Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time or Part-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Lead Pharmacist - Business and Medicines Strategy
<b>Direct reports:</b>	As per departmental reporting structure
<b>Financial management:</b>	N/A
<b>Date:</b>	June 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 Quality Use of Medicines pharmacist is responsible for managing, coordinating, and delivering high-quality pharmacy services within their designated portfolio. The position supports Austin Health's strategic priorities by contributing to organisational goals, implementing evidence-based practices, and promoting excellence in quality use of medicines.

### 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 quality use of medicines in alignment with departmental structure.
- Coordinate and deliver safe and cost-effective use of medicines
- Member of Medicine and Therapeutics Committee (MTC), High-cost Medicine Committee and Guideline Subcommittee.
- Support activities of the MTC, including formulary management, individual patient approvals, preparation of agenda/minutes, review of submissions and guidelines
- Coordinate management of medication shortages
- Provide oversight of Medicines Access Programs (MAPs)
- Act as document controller for Pharmacy documents within the OPPIC system
- Monitor, review and evaluate target medicines for audit with potential impact
- Contribute quality use of medicine expertise at multidisciplinary meetings
- Prepare reports on medicine usage and financial impact as required
- Deliver training, education, and support research initiatives.

### Management and Leadership

- Provide strategic leadership and advice on quality use of medicines to the Pharmacy Executive
- Provide specialist advice to medical, nursing and allied health staff.
- 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.
- 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.

### Quality, Safety and Research

- Implement and monitor quality use of medicine activities
- Address medication related elements of the relevant National Safety and Quality Health Service Standards
- Contribute to policy development, quality improvement, and research initiatives.
- Ensure compliance with legislation, accreditation standards, and guidelines.
- Identify and manage risks, promote quality use of medicines
- Support staff development through conferences and feedback sharing.

### Workforce

- 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.
- Dispense medications safely and promptly in accordance with Pharmacy Board of Australia guidelines and relevant legislation.



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## Selection criteria

### Essential skills and experience:

- Knowledge of key quality use of medicine principles and their application in everyday practice
- Ability to practice in accordance with the Advanced Pharmacy Australia Standards
- Minimum of 5 years' hospital pharmacy experience.
- Advanced hospital 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.
- Experience in leading or contributing to quality improvement or safety projects within pharmacy services.
- 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.
- 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.

## 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 hospital 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.



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- 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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