

Position Description

A LEADER IN INTERNATIONAL CANCER RESEARCH, PREVENTION, TREATMENT AND CONTROL

Peter MacCallum Cancer Centre aims to lead the way in a new era of cancer care, research, education and control. Our unique laboratory bench-to- bedside approach; highly talented and committed people; new facilities and local and international partnerships all combine in pursuit of our goal to improve and save lives.

AT THE FOREFRONT OF MAJOR TRANSFORMATION: REDEFINING CANCER

Ground-breaking scientific discoveries and life-changing treatments are creating new hope for people with cancer. Advances in molecular and genomic medicine are transforming the way we think about how cancer develops and how we detect and treat cancer. At Peter MacCallum Cancer Centre, our normal days are extraordinary. We relentlessly pursue research discoveries and innovative clinical practices that are game-changers in cancer treatment.

VISION AND VALUES

Peter MacCallum Cancer Centre strives to be *the best in cancer care, accelerating discovery, translating to cures*. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Excellence**, **Compassion** and **Innovation**.

EXCELLENCE We ensure clinical practice is evidence-based, patient-centred, and provided by qualified and experienced staff.

COMPASSION We adhere to the strongest ethical standards to ensure a culture of openness, mutual respect and trust.

INNOVATION We strive to ensure that innovation is fostered by supporting research and a learning culture.

1. POSITION DETAILS

Title	Pharmacist	Division	Chief Operating Officer
Department	Pharmacy	Location	Melbourne
Enterprise Agreement (or its successor)	Medical Scientists, Pharmacists, and Psychologists		
Classification	Grade 2 Pharmacist SX2 - SX5		
Immunisation Risk Category	Category B: Position unlikely to have contact with blood or other body fluid		

Position Summary	To participate as an active member of the pharmacy team to provide safe, rational and cost-effective pharmaceutical care for patients of the Institute, Institute staff and others by arrangement.	
Position Reports to	Direct	Director of Pharmacy
	Indirect	Senior Pharmacist, Cytosuite
Number of Reports	Direct	N/A
	Indirect	
Decision Making Authority	As per Peter Mac's Delegation of Authority policy	

Key Relationships	Internal	<ul style="list-style-type: none"> • Pharmacy Staff • Patients • Institute medical and nursing staff • Institute health professionals
	External	<ul style="list-style-type: none"> • Pharmacists • Medical practitioners • Home nursing services • Other health professionals

2. SELECTION CRITERIA

Essential Requirements	<ul style="list-style-type: none"> • Qualified Pharmacist, registered with AHPRA • Demonstrated competency in the following areas: <ul style="list-style-type: none"> ○ Good manufacturing Practice for medicinal products ○ Dispensing medicines ○ Pharmacy practice skills ○ Organisational and management skills
Desirable Requirements	<ul style="list-style-type: none"> • Experience in oncology pharmacy practice • Experience in cancer clinical trials • Relevant postgraduate qualifications such as Graduate Diploma in Good Manufacturing Practice highly desirable. <p>Personal attributes including:</p> <ul style="list-style-type: none"> • Achievement drive, self-confidence and initiative • Communication and team building skills • Flexibility • Integrity, commitment and loyalty • Cognitive skills • Persuasiveness and negotiating ability • Financial acumen

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
1. Support the Cytosuite Manager to <ul style="list-style-type: none"> • Manage the admixtures production line • Coordinate the daily work plan • Facilitate staff training and competency 	<ul style="list-style-type: none"> • Responsible for final checking of Cytosuite-compounded products • Ensure accurate, safe, timely production of anti-cancer therapies and supply to clients of the Cytosuite • Deputise for the Cytosuite Manager • Active participation in supervision of pharmacy technicians, undergraduate pharmacy students and post graduate pharmacy Interns, and others as required.
2. Assist in review and maintenance of quality assurance program	<ul style="list-style-type: none"> • As delegated by Cytosuite Manager, work practices are regularly reviewed and facility provisions are maintained to ensure compliance with Pharmacy Board Guidelines and where relevant other GMP guidelines (e.g. United States Pharmacopoeia or Therapeutic Goods Administration PIC/S) • Work practices for handling of cytotoxics and other hazardous drugs abide by all OH&S recommendations and Peter Mac procedures
3. Active participation in pharmacy practice research and quality projects Active participation in pharmacy programs	<ul style="list-style-type: none"> • Active participation in department quality and/or research projects • Regular active participation in continuing professional development activities (internal and external) including presentation at conferences as appropriate • Regular participation in On-call and Weekend rosters

4. Regulations, policies, guidelines and standards of practice are followed

- Implementation of Regulations, Institute policies, guidelines and professional standards of practice (100%)

4. ACCEPTANCE AND AGREEMENT

All Peter MacCallum team members must:

- Demonstrate and role model Peter Mac values
- Comply with all Peter Mac Policies and Procedures.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Peter MacCallum Cancer Centre’s performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Be able to travel between campuses as necessary for their role

Peter Mac strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Peter Mac has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Peter Mac’s Child Safe Policy.

Peter MacCallum Cancer Centre is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Peter MacCallum Cancer Centre is a smoke-free environment.

ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Peter MacCallum Cancer Centre reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Your acceptance is recorded via e-Recruit.

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the People and Culture department.