

## Position Description

<b>Position title</b>	Rotational Pharmacist – Grade 1		
<b>Department / Division</b>	Pharmacist		
<b>Classification</b>	Grade 1 Year 1 – Grade 1 Year 6 (SW5-SW10)	<b>Employment Status</b>	Full Time, Fixed-Term, 1.0FTE
<b>Position reports to</b>	Operational: Deputy Director of Pharmacy Professional: Clinical Pharmacy Grade 3 Pharmacists		
<b>No. of direct &amp; indirect reports</b>	0		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE PURPOSE

The RCH Pharmacy Department provides a range of pharmaceutical services, incorporating clinical patient review, medication manufacture and supply, counselling and monitoring of hospital Inpatients and Outpatient attendees. In achieving this, Grade 1 pharmacists are required to carry out professional work as requested by the pharmacist in charge of each area and in accordance with job specifications. This will include review of prescriptions and medication orders and liaising with medical and nursing staff to ensure safe and

appropriate medication use.

Pharmacists need to provide information and medication counselling to other health professionals and to patients and their carers, and to ensure appropriate dispensing and timely supply of medications. The role extends to overseeing compliance with hospital policy.

A Grade 1 pharmacist may be rostered (but is not limited) to any of the following areas: Outpatient dispensing, Clinical ward pharmacy, Manufacturing (sterile and non-sterile), Oncology Pharmacy.

### KEY ACCOUNTABILITIES

- Dispense medications as needed for outpatients, on discharge and to inpatients. Ensure timely supply and provide associated medication information to hospital staff and patients and carers as needed
- Discuss with pharmacy and other hospital staff issues important to concepts of Medication Safety. Commit to ongoing learning and safety practices that will ensure best patient outcomes
- Participate in safety audits and activities. Contribute to medication safety planning as opportunities present
- Perform sterile and non-sterile manufacturing as rostered and required
- Provide drug information in response to specific questions, in liaison with the Medicines Information pharmacists, if needed.
- Participate in rostered weekend, public holiday and on-call work
- Assist with lectures to nursing, medical and other staff as requested
- Attend staff meetings, ward pharmacy meetings and pharmacy continuing education meetings. Attend clinical meetings and ward rounds as appropriate
- Participate in staff development and training programs. Attend continuing education activities, seminars and conferences run by professional organizations (e.g. SHPA) when the opportunity arises
- Assist in completing workload, drug usage, and drug approval records as required by the department
- Assist with teaching of pharmacy interns, undergraduate students on clinical placements and other students when present. Be responsible for supervising students' work
- Supervise pharmacy technicians, interns and students when needed

### QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor of Pharmacy or equivalent
- Registered to practice as a pharmacist with the Australian Health Practitioner Regulation Agency & the candidate's name appears on the register of the Pharmacy Board of Australia

Desirable:

- Experience in hospital pharmacy
- Enrolled or completed post-graduate qualifications
- Undertaken project or published work

### KEY SELECTION CRITERIA

- Demonstrated abilities in communication and organisation. A strong focus on clinical learning, teamwork and

patient care

- The ability to work independently and undertake self-directed learning. A commitment to professional development
- Familiarity with pharmacy practice, including PBS and other systems
- Proven adaptability or demonstrated ability to work in different environments

#### **OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### **IMPORTANT INFORMATION**

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

#### **RCH COMPACT**

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position



**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

**Position description last updated**

**September 2021**