

Position Description

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| Position title: | Project Pharmacist |
| Department: | Pharmacy |
| Classification: | SX2 to SX5 |
| Agreement: | Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025 |
| Reporting to: | Director of Pharmacy |

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Pharmacy Department is a significant clinical team at the Women's providing expertise to women, newborns and their families. It is part of the Allied Health & Clinical Support Services (AH&CSS) directorate and provides a comprehensive pharmacy service to in- and out-patients of the hospital. It aims to contribute significantly to the empowerment and enrichment of exceptional care at the Women's.

Our major areas of focus are supporting the medication processes and overseeing medication management including safe and quality use of medicines, education to consumers and healthcare professionals, legislative compliance, contract management, management of medicine shortages and inventory management to ensure cost-effectiveness. We collaborate with interprofessional teams and researchers and participate in research and clinical trials.

Position purpose

The Project Pharmacist will support the Project by Quit Victoria to review the '*Supporting smoking cessation in pregnancy and breastfeeding guideline*' and development of the additional vaping cessation in pregnancy and breastfeeding component by contributing to evidence review, drafting content, and stakeholder engagement. Working collaboratively with key internal and external stakeholders, the role ensures the guideline reflects best practice and promotes safe, effective, and patient-centered care.

Responsibilities & Major Activities

Project Management

- Facilitate the review and update of the *Supporting Smoking Cessation in Pregnancy and Breastfeeding* guideline and development of the vaping cessation component.
- Support risk assessment and identification of issues related to smoking and vaping cessation in pregnancy and breastfeeding, recommending improvements where required.
- Collate and analyse evidence to inform guideline recommendations and ensure alignment with best practice standards.
- Assist in preparing reports, project documentation, and updates for relevant committees and working groups.
- Contribute to guideline development activities, including literature review, drafting content, and coordinating stakeholder engagement.
- Working collaboratively with the project team and QUIT Australia.
- Provide regular updates on project progress to the project lead.
- Conduct regular meetings with project team members to review project progress and address emerging issues.
- Advise the Director of Pharmacy on matters related to the area, with a focus on reviewing and improving work practices and procedures.
- Perform other duties as directed by the Director of Pharmacy.

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Professional Responsibilities

- Adhere to the Advanced Pharmacy Australia (AdPha) Clinical Pharmacy Practice Standards relevant to project and guideline development.
- Comply with the Pharmacy Board of Australia codes, guidelines, and policies throughout all project activities.
- Work within credentialing and scope of practice frameworks, ensuring documentation is maintained as per organisational procedures.
- Maintain a professional and respectful approach in all interactions with patients, staff, and stakeholders, promoting collaboration and patient-centered care.
- Foster a collaborative and supportive environment that values learning, innovation, and quality improvement.

Practice Improvement and Service Development

- Liaise with pharmacists and clinical leads across partner organisations to:
 - Support the design and implementation of improvement initiatives related to smoking and vaping cessation in pregnancy and breastfeeding.
 - Identify and address risks associated with cessation therapies and interventions within maternity and breastfeeding care.
- Collaborate with medical, nursing, and midwifery teams, as well as relevant committees, to ensure guideline recommendations are practical and integrated into clinical workflows.

Safe Practice and Environment

- Respond to concerns or complaints from women, families, staff and other departments about the guideline, and escalate to the Director of Pharmacy when needed.
- Take responsibility for creating a positive experience for all.
- Promote a workplace culture that values gender equality, respect and safety, and demonstrate awareness of issues related to violence against women and family violence.
- Support staff wellbeing by recognising emotional and personal needs and encouraging a safe-to-speak-up environment.
- Help staff work professionally, safely and efficiently, following evidence-based guidelines and relevant professional standards.

Research, Education and Training

- Contribute to education and implementation planning to facilitate adoption of the updated guideline on this project across clinical areas.
- Contribute to the learning/training program for all staff in the department (including pharmacy undergraduates).
- Identify potential areas requiring research and participate in continuous quality improvement projects.

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- Present educational sessions to various audiences as required.
- Actively participate in clinical staff development through continuing education, attendance and presentations at conferences.

Information and Data Management

- Ensure that accurate information and records are maintained in line with relevant hospital policies, procedures, frameworks and guidelines.
- Ensure that all documentation and data submission meets all statutory requirements and relevant hospital policies and guidelines.

Stakeholder Relationships

- Development and maintenance of effective working relationships and partnerships with key internal and external stakeholders.
- Liaise with internal and external stakeholders to ensure timely progress of project milestones and deliverables.
- Actively participate in relevant working groups, and stakeholder meetings to represent the pharmacy department and support best practice initiatives.

Communication

- Demonstrating empathy and understanding when communicating with patients, families, and staff.
- Handover any relevant information relating to planned work, work in progress and significant events to colleagues.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Registered to practice as a pharmacist with the Australian Health Practitioners Regulatory Agency (AHPRA) without restrictions.
- Extensive experience in hospital pharmacy practice
- Strong understanding of evidence-based medicine and the principles of quality use of medicines.
- Experience in guideline development or clinical project work, including literature review, stakeholder engagement and drafting clinical content.
- Excellent written and verbal communication skills, with the ability to present complex information clearly to different audiences.
- Strong organizational and time management skills, with the ability to meet deadlines and manage competing priorities.

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- Collaborative approach, able to work effectively with multidisciplinary teams and consumer representatives.
- Commitment to professional development, continuous learning and contributing to education and training activities.
- attention to detail, adaptability, problem-solving skills and a proactive attitude toward improving patient care.
- Demonstrated experience establishing and maintaining effective, quality relationships with internal and external stakeholders.
- High level computer skills including but not limited to experience using platforms such as Microsoft Office 365 suite, Merlin, Meditex, EMR and Riskman.

Desirable:

- Experience and/or training in project management.
- Confidence in presenting to small or large groups.

Organisational relationships

Internal relationships

- Director of Pharmacy, Deputy Director of Pharmacy
- Clinical and non-clinical staff in pharmacy department
- Medical and nursing/midwifery staff
- Corporate Services: People, Culture and Wellbeing, Payroll, Procurement, Facility Management, Information and Communication Technology (ICT), Security, OH&S Team, Communications Team.

External relationships

- Quit Victoria
- Women and their families accessing services provide by The Women's
- Precinct partners
- Professional Association and committees
- Other healthcare networks and service providers
- Universities and training institutions
- Other healthcare networks and service providers

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

| Physical demands | Frequency |
|--|--------------------|
| Shift work – rotation of shifts – day, afternoon and night | Occasional |
| Sitting – remaining in a seated position to complete tasks | Frequent |
| Standing - remaining standing without moving about to perform tasks | Prolonged/Constant |
| Walking – floor type even, vinyl, carpet, | Prolonged/Constant |
| Lean forward/forward flexion from waist to complete tasks | Occasional |
| Trunk twisting – turning from the waist to complete tasks | Rare |

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| Kneeling – remaining in a kneeling position to complete tasks | Rare |
| Squatting/crouching – adopting these postures to complete tasks | Rare |
| Leg/foot movement to operate equipment | Not Applicable |
| Climbing stairs/ladders – ascending and descending stairs, ladders, steps | Occasional |
| Lifting/carrying – light lifting and carrying less than 5 kilos | Occasional |
| – Moderate lifting and carrying 5 – 10 kilos | Rare |
| – Heavy lifting and carrying – 10 – 20 kilos. | Rare |
| Push/pull of equipment/furniture – light push/pull forces less than 10 kg | Occasional |
| – moderate push / pull forces 10 – 20 kg | Rare |
| – heavy push / pull forces over 20 kg | Rare |
| Reaching – arm fully extended forward or raised above shoulder | Occasional |
| Head/neck postures – holding head in a position other than neutral (facing forward) | Rare |
| Sequential repetitive actions in short period of time | |
| – Repetitive flexion and extension of hands wrists and arms | Frequent |
| – Gripping, holding, twisting, clasping with fingers/hands | Frequent |
| Driving – operating any motor-powered vehicle with a valid Victorian driver's license. | Rare |
| Sensory demands | Frequency |
| Sight – use of sight is integral to most tasks completed each shift | Prolonged/Constant |
| Hearing – use of hearing is an integral part of work performance | Prolonged/Constant |
| Touch – use of touch is integral to most tasks completed each shift | Prolonged/Constant |
| Psychosocial demands | Frequency |
| Observation skills – assessing/reviewing patients in/outpatients | Prolonged/Constant |
| Problem solving issues associated with clinical and non-clinical care | Prolonged/Constant |
| Working with distressed people and families | Occasional |
| Dealing with aggressive and uncooperative people | Occasional |
| Dealing with unpredictable behaviour | Rare |
| Exposure to distressing situations | Occasional |
| Definitions used to quantify frequency of tasks/demands as above | |
| Prolonged/constant | 70 – 100 % of time in the position |
| Frequent | 31 – 69 % of time in the position |
| Occasional | 16 – 30% of time in the position |
| Rare | 1 – 15% of time in the position |
| Not applicable | 0% of time in the position |

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

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Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 25/11/2025

Developed by: Huda Ismail

Date of next review: 25/11/2026

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