

## Position Description

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position title:</b> | Medication Safety Project Pharmacist                                                                                                 |
| <b>Department:</b>     | Pharmacy                                                                                                                             |
| <b>Classification:</b> | Grade 3 (SW6 – SW81)                                                                                                                 |
| <b>Agreement:</b>      | Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025 |
| <b>Reporting to:</b>   | Director of Pharmacy                                                                                                                 |

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### 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 Medication Safety Project Pharmacist will primarily work collaboratively with the Medication Safety team to lead a targeted initiative focused on improving venous thromboembolism (VTE) risk assessment and prevention across the hospital. The role will contribute to protocol development, staff education, medication optimisation, and data-driven audits, while promoting best practice medication management and representing the pharmacy department in partnership with Quality and Safety and Precinct stakeholders.

## Responsibilities & Major Activities

### Project Management

- Facilitate the risk management program relating to VTE prevention.
- Working collaboratively with the Quality and Safety Partners to address reported medicines related clinical incidents and implement improvement strategies.
- Coordinate VTE prophylaxis audits and surveys to monitor compliance with standards, hospital guidelines and procedures, and to identify opportunities for improvement and areas of elevated risk.
- Provide regular updates on project progress to the Executive Sponsor (Chief Medical Officer).
- Conduct regular meetings with project team members to review project progress and address emerging issues.
- Coordinate and manage quality use of medicines activities within the organisation.
- Assess and identify reported clinical incidents and recognising trends of errors relating to medicines.
- Collect relevant indicators for quality use of medicines.
- 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.

### Leadership

- Provide clinical leadership, innovation and direction, focusing on the promotion of quality use of medicines and safe use of medicines.

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- Foster a supportive and effective team environment which values learning, safe practices and innovation.
- Co-lead, develop and contribute to medication safety initiatives, accreditation activities, quality improvement projects, policy and procedure review and service review.
- Be an active member of relevant Committees and working groups as a Senior Pharmacist.

### **Professional Responsibilities**

- Adhere to the Society of Hospital Pharmacists of Australia (SHPA) Clinical Pharmacy Practice Standards.
- Adhere to The Pharmacy Board of Australia codes, guidelines and policies.
- Work within identified credentialing and scope of practice frameworks, regularly documenting this as per procedure.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Participate in and support regular clinical supervision for self and team members to ensure quality practice and professional development.

### **Practice Improvement and Service Development**

- Liaise with Medication Safety pharmacists at The Royal Melbourne Hospital, Peter MacCallum Cancer Centre and Royal Children's Hospital to:
  - Ensure medication-related policies, guidelines, procedures and forms are aligned across Precinct Partners where possible
  - Ensure consistent design and implementation of improvement projects affecting medication management across the precinct
  - Proactively identify and address medicine-related risks across the precinct
- Work closely with medical and nursing/midwifery staff, and the Drug and Therapeutics Committee to develop a structured Quality Use of Medicines Program and associated project and activities plan.

### **Safe Practice and Environment**

- Address the concerns and complaints of women, their families, team members and other hospital departments relating to medication safety to ensure that the quality of the service improves, involving the Director of Pharmacy where necessary.
- Hold yourself and others accountable for providing a positive patient experience.
- Contribute and commit to a culture that promotes gender equality, respect and a safe working environment and have an understanding of violence against women and family violence issues.
- Understand and address emotional and personal needs of staff, fostering a safe to speak up culture.
- Provide a high-quality handover for periods of planned leave.

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- Support staff to work professionally, safely and efficiently in accordance with evidence-based guidelines and relevant professional standards.

## **Research, Education and Training**

- Ensure staff are adequately orientated, trained and provided with appropriate further education and professional development opportunities relating to quality use of medicines and medication safety.
- Contribute to the learning/training program for all staff in the quality use of medicines area (including pharmacy undergraduates).
- Identify areas requiring research and participate in continuous quality improvement projects related to quality use of medicines and medication safety.
- 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.
- Oversee an audit schedule for the department and provide the Director with regular reports, escalating concerns as appropriate.

## **Stakeholder Relationships**

- Development and maintenance of effective working relationships and partnerships with key internal and external stakeholders.

## **Planning**

- Ensure that the pharmacy department has a comprehensive quality improvement program reflecting and enhancing the service provided by the department.
- Contribute to the strategic planning of the department.

## **Advocacy**

- Advocate for patient safety by ensuring the correct and safe use of medicines, reduce medication errors and promoting best practices.
- Actively promote the Pharmacy Department and represent the profession as required.
- Attend and actively participate in Project meeting, Medication Safety Committee meetings, Adverse Drug Reaction Committee meetings, pharmacists' clinical meetings, and other relevant meetings and working groups.

## **Communication**

- Demonstrating empathy and understanding when communicating with patients, families, and staff.

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- 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.
- Has been qualified for at least 8 years and extensive experience in hospital pharmacy practice with at least 5 years of postgraduate experience.
- Experience in Medication Safety activities within a public or private setting
- Demonstrated experience establishing and maintaining effective, quality relationships with internal and external stakeholders.
- Demonstrated ability to work with staff from all levels and to help guide a team of professional pharmacists.
- Demonstrated effective written, verbal, and non-verbal communication skills at a leadership level.
- Demonstrated commitment to continuous quality improvement at a system level.
- Demonstrated commitment to a person-centered approach to service provision.
- Demonstrated analytical and problem-solving skills.
- Experience in risk assessment, management and mitigation processes and practices.
- Supervision experience at a senior level (clinical, professional and operational).
- 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
- Chief Medical Officer
- Clinical and non-clinical staff in pharmacy department
- Quality and Safety Advisors
- Medical and nursing/midwifery staff
- Informatics team, EMR leads, Business Intelligence team
- Infection Prevention and Control team
- Biomedical Engineering

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- Corporate Services: People, Culture and Wellbeing, Payroll, Procurement, Facility Management, Information and Communication Technology (ICT), Security, OH&S Team

## External relationships

- Women and their families accessing services provide by The Women's
- Victorian Department of Health
- Safer Care Victoria
- Victorian Therapeutic Advisory Group (including VicTAG Quality Use of Medicines Group)
- Precinct partners and Pharmacy leads, including Precinct Partner Medication Safety Pharmacists
- Professional Association and committees
- Other healthcare networks and service providers
- Universities and training institutions
- Parkville EMR Team
- 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. 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          |
|-----------------------------------------------------------------------------------------------|--------------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night                             | Occasional         |
| <b>Sitting</b> – remaining in a seated position to complete tasks                             | Frequent           |
| <b>Standing</b> – remaining standing without moving about to perform tasks                    | Prolonged/Constant |
| <b>Walking</b> – floor type even, vinyl, carpet,                                              | Prolonged/Constant |
| <b>Lean forward/forward flexion from waist</b> to complete tasks                              | Occasional         |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                              | Rare               |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks                          | Rare               |
| <b>Squatting/crouching</b> – adopting these postures to complete tasks                        | Rare               |
| <b>Leg/foot movement</b> to operate equipment                                                 | Not Applicable     |
| <b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps              | Occasional         |
| <b>Lifting/carrying</b> – 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               |
| <b>Push/pull of equipment/furniture</b> – 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               |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                         | Occasional         |
| <b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)    | Rare               |
| <b>Sequential repetitive actions in short period of time</b>                                  |                    |
| – Repetitive flexion and extension of hands wrists and arms                                   | Frequent           |
| – Gripping, holding, twisting, clasping with fingers/hands                                    | Frequent           |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license. | Rare               |
| Sensory demands                                                                               | Frequency          |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    | Prolonged/Constant |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       | Prolonged/Constant |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift                    | Prolonged/Constant |
| Psychosocial demands                                                                          | Frequency          |
| <b>Observation skills</b> – assessing/reviewing patients in/outpatients                       | Prolonged/Constant |

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|                                                                              |                    |
|------------------------------------------------------------------------------|--------------------|
| <b>Problem solving</b> issues associated with clinical and non-clinical care | Prolonged/Constant |
| <b>Working with distressed people and families</b>                           | Occasional         |
| <b>Dealing with aggressive and uncooperative people</b>                      | Occasional         |
| <b>Dealing with unpredictable behaviour</b>                                  | Rare               |
| <b>Exposure to distressing situations</b>                                    | Occasional         |

#### Definitions used to quantify frequency of tasks/demands as above

|                           |                                    |
|---------------------------|------------------------------------|
| <b>Prolonged/constant</b> | 70 – 100 % of time in the position |
| <b>Frequent</b>           | 31 – 69 % of time in the position  |
| <b>Occasional</b>         | 16 – 30% of time in the position   |
| <b>Rare</b>               | 1 – 15% of time in the position    |
| <b>Not applicable</b>     | 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.

### 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:** 28/10/2025

**Developed by:** Huda Ismail

**Date of next review:** Nov 2026

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