

Position Description

Position Title	Pharmacist Grade 1
Position Number	30100063
Division	Community and Continuing Care
Department	Pharmacy
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Pharmacist G1
Classification Code	SW5 – SW10
Reports to	Director of Pharmacy
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Pharmacy Department's core activities are central to medication supply, medication information and medication safety at Bendigo Health.

The Pharmacy service supports effective medication management by both hospital staff (doctors, nurses, allied health) and hospital inpatients, outpatients as well as to specific groups of community patients. The Pharmacist works to provide:

- The safe, accurate and timely provision of medications to the hospital and patients
- Quality customer service to hospital staff and patients

Responsibilities and Accountabilities

Key Responsibilities

WARD PHARMACY AND SUPPLY OF MEDICATION

- To dispense prescriptions to inpatients, and supply medications as required to wards and authorised departments, by a pharmacist-controlled ward imprest system, or by requisition.
- When requested, or routinely, to review original medication orders for each patient, checking and clarifying orders, where necessary, with regard to doses, indications, adverse reactions, interactions, legality and cost.
- To participate in the ward pharmacy services as designated and perform such duties in accordance with recognised professional standards; undertaking medication reconciliation, preparation of pharmaceutical care plans and other clinical duties as appropriate for optimal patient care.
- To dispense prescriptions on discharge and when appropriate, or routinely, to counsel patients who are being discharged, and/or their relatives or carers, on the use of their medications.
- When requested, or routinely, counsel patients who are self-medicating on the use of their medication.
- To participate in the manufacture of aseptic (including cytotoxics) and non-aseptic pharmaceuticals as required

INFORMATION AND ADVISORY SERVICE

- To offer advice and information to staff in regard to pharmaceuticals and pharmacy related issues, both verbally and by contribution to the Medication Safety Newsletter, and take part in the continuing education and formal teaching programmes of the pharmacy department.

ADMINISTRATION

- To perform clerical and administrative duties associated with the issue of various categories of pharmaceuticals.
- To assist the Director of Pharmacy in the purchase, preparation, storage and maintenance of pharmacy stocks.
- To assist the Director of Pharmacy in the documentation of drug use and the preparation of orders.
- To maintain, under the direction of the Director of Pharmacy, all necessary records of drugs held and dispensed, observing all statutory laws and regulations relating to such drugs.
- To assist the Director of Pharmacy in the preparation of statistics on drug usage and costs.

- To assist the Director of Pharmacy in other administrative functions.
- To be actively involved in the Pharmacy Department's Quality Improvement program
- To actively participate in staff meetings, providing information and initiatives, and assisting in their implementation.
- To maintain a co-operative and close professional working relationship with other staff in the Pharmacy Department and with wards and other departments.
- To supervise the activities of the unqualified pharmacy staff as required

HOURS

- On call, weekends and public holidays as rostered, depending on experience

DEPARTMENTAL RESPONSIBILITIES

- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development as required.
- Participate in quarterly rotations as required
- Development and / or delivery of department education programs for Pharmacy students, or pharmacy technicians
- Other duties as determined by manager
- Maintain and update pharmacist orientation program to clinical service
- Contribute to the strategic plan for pharmacy services which address Hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. A Bachelor of Pharmacy or equivalent degree and current general registration with the Pharmacy Board of Australia (AHPRA)
2. Have a sound knowledge of pharmacotherapeutics
3. Ability to work as part of a team, as well as to work independently
4. Ability to give excellent customer service to both internal and external customers
5. Excellent communication skills, both written and verbal, and a demonstrated high level of interpersonal skills with patients, their families and all health care professionals
6. A personal approach which is positive, enthusiastic, friendly and helpful

Desirable

7. Ability to demonstrate decision-making skills, maintain accuracy and provide a timely, efficient service
8. Commitment to continuing education and professional development
9. Experience in hospital pharmacy including dispensary services and/or clinical service to ward(s)

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.