

Position Description

Position Title	Pharmacist – Oncology and Clinical Services – Grade 2
Position Number	30100063
Division	Community and Continuing Care
Department	Pharmacy
Enterprise Agreement	Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Pharmacist Grade 2
Classification Code	SC2 – SX5
Reports to	Director
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 Pharmacy Department

The Pharmacy Department's core activities are central to medication supply, medication information and medication safety at Bendigo Health. The Pharmacy service supports safe and effective medication management by hospital staff (doctors, nurses, allied health) for hospital inpatients, outpatients and to specific groups of community patients.

The Cancer Centre

The Bendigo Cancer Centre is highly skilled multi-disciplinary team, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care, allied health, and specialist nursing staff, pharmacy, clinical trials, MDM meetings and outreach clinics. Radiotherapy and radiation oncologist services are provided to Bendigo Cancer Centre through a partnership with Peter MacCallum Cancer Centre.

The Oncology Unit provides a wide range of chemotherapy, hormonal therapy, immunotherapy, biological targeted therapies and symptom support as part of an integrated and multidisciplinary cancer centre.

The Position

The Pharmacist's primarily area of practice is Oncology, providing pharmacy services that support the safe and effective use, supply and dispensing of medications. As part of the multidisciplinary cancer centre team they provide a wide range of chemotherapy, hormonal therapy, immunotherapy, biological targeted therapies and symptom support.

The Pharmacist will also contribute to contribute to general clinical pharmacy services and dispensary operations as required. These responsibilities forming a smaller component of the overall position.

Responsibilities and Accountabilities

Key Responsibilities

PHARMACY SERVICE

- Provide a specialist pharmacy service to Oncology and Cancer Services, supporting the safe, effective and appropriate use of medicines across medical oncology, haematology and related consultative services.
- Provide pharmacy services to Cancer Services, including medication supply, medication information, clinical advice and quality improvement activities, supporting medical, nursing and allied health staff.
- Review and assess medication orders for appropriateness, including dose, indication, interactions, adverse reactions, legality, cost and other relevant clinical considerations, and clarify orders with prescribers where required.
- Participate in ward-based clinical pharmacy services as designated, including medication reconciliation, development of pharmaceutical care plans and other clinical activities that support optimal patient care.
- Dispense and supply medications to patients, wards, departments and authorised external organisations, including inpatient, discharge and outpatient prescriptions, and ward imprest and requisition services as required.

- Counsel patients, and their relatives or carers where appropriate, on the safe and effective use of their medicines, including patients being discharged and those who self-administer their medications.
- Participate in the manufacture and supply of aseptic pharmaceuticals, including cytotoxic preparations, and non-aseptic pharmaceuticals as required.
- Contribute to the development, review and implementation of policies, protocols, guidelines and medication management systems relating to chemotherapy, haematology, Oncology and Cancer Services, medication safety and quality improvement.
- Act as a point of reference and provide specialist advice within the area of Oncology practice, including providing advice and support to pharmacy services at subregional oncology sites as required.
- Assist the Director of Pharmacy and Oncology Team Leader in the coordination and delivery of specialised pharmacy services as required.
- Support clinical trials in collaboration with the Trials Pharmacist and relevant members of the hospital's clinical trial teams.
- Participate in quality improvement, medication safety and service development activities relevant to Oncology and Pharmacy Services.

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

- Undertake clerical and administrative duties associated with the provision, supply and dispensing of medicines.
- Assist the Director of Pharmacy and Oncology Team Leader with the procurement, preparation, storage and management of pharmacy and oncology medication stocks, ensuring appropriate stock levels and availability.
- Maintain accurate records relating to medicines supplied, dispensed and held by the Pharmacy Department, in accordance with relevant legislation, regulatory requirements and organisational procedures.
- Assist with the preparation and maintenance of medication usage, expenditure and other pharmacy-related statistics and reports.
- Assist the Director of Pharmacy and Oncology Team Leader with administrative functions, including documentation, preparation of orders and other activities supporting the effective operation of Pharmacy and Oncology Services.
- Actively participate in the Pharmacy Department's quality improvement, medication safety and service development activities.
- Attend and actively participate in staff meetings, contributing relevant information, ideas and initiatives and supporting their implementation.
- Maintain effective, cooperative and professional working relationships with Pharmacy staff, wards, Oncology Services and other departments.
- Provide supervision and direction to pharmacy technicians, assistants and other unqualified pharmacy staff as required

HOURS

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

DEPARTMENTAL RESPONSIBILITIES

- Participate in team, departmental and other organisational meetings as required.
- Participate in staff development, professional education and training activities as required.
- Maintain accurate records, statistics and reports relevant to the role and departmental requirements.
- Contribute to service development, quality improvement and implementation of initiatives that support the delivery of Pharmacy Services.
- Contribute to the development and delivery of education and training programs for Pharmacy students, pharmacy technicians and other staff as appropriate.
- Contribute to the development and implementation of strategic plans for Pharmacy Services that align with hospital priorities, emerging pharmaceutical trends, technological developments and patient care objectives.
- Undertake other duties as directed by the Manager that are appropriate to the role and level of responsibility.

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. Experience in hospital pharmacy oncology services

Desirable

3. Having a sound knowledge of pharmacotherapeutics
4. Experience in hospital pharmacy including dispensary services and/or clinical service to ward(s)
5. Ability to act as a point of reference within area of specialisation
6. Ability to work as part of a team, as well as to work independently
7. Ability to give excellent customer service to both internal and external customers
8. Ability to demonstrate decision-making skills, maintain accuracy and provide a timely, efficient service
9. Must have excellent communication skills, both written and verbal, and a demonstrated high level of interpersonal skills with patients, their families and all health care professionals
10. Commitment to continuing education and professional development

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.