

Position Description

Position Title	Pharmacist
Position Number	30100063
Division	Clinical Governance
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	SX2 - SX5
Reports to	Director
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

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 Pharmacy Technician 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.
- To assist the Director of Pharmacy in the development of policies and procedures for the Pharmacy Department.
- To assist the Director of Pharmacy in the co-ordination of specialised services
- Ability to act as a point of reference within area of specialisation

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

- Oncall, 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)

Desirable

2. Have a sound knowledge of pharmacotherapeutics
3. Experience in hospital pharmacy including dispensary services and/or clinical service to ward(s)
4. Ability to act as a point of reference within area of specialisation

5. Ability to work as part of a team, as well as to work independently
6. Ability to give excellent customer service to both internal and external customers
7. Demonstrated ability to coach and support other staff
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.
- 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.