

POSITION DESCRIPTION

Grade 3 Clinical Pharmacist

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Grade 3 Oncology Pharmacist is responsible for the day to day management of the oncology and haematology medications at Echuca Regional Hospital, the provision of best practice oncology/haematology pharmacy services to the ERH Cancer and Wellness Centre, and aseptic preparation and clinical pharmacy services to ERH Hospital in the Home. This position includes the role of CHARM Project Officer.

This role is responsible for the training and supervision of members of the pharmacy team, and to ensure optimisation of service provision across ERH and Regional Hospitals. The Grade 3 pharmacist will regularly lead quality improvement and research projects within the pharmacy department team.

Position Details	
Position Title:	Oncology Pharmacist – Grade 3
Department	Pharmacy
Reports to:	Director of Pharmacy
FTE:	
Enterprise Agreement:	Medical Scientists, Pharmacists and Psychologists 2021 - 2025
Position Classification:	SX6 – SX81
Position Description last reviewed:	Oct 2025

Selection Criteria
Essential:
Qualifications:
Registered as a pharmacist with AHPRA
Member of the Society of Hospital Pharmacy (SHPA) or international equivalent
Minimum of 8 years post registration hospital pharmacy experience, with no less than 3 years as a Grade 2 hospital pharmacist (or equivalent)
Completion of Masters degree in clinical pharmacy, pharmacy practice or equivalent
Experience in the area of chemotherapy, oncology and haematology.
Experience with using and maintaining CHARM software
Up to date with and able to administer the various access programs, including early access, compassionate use and familiarisation programs for oncology medicines
Up to date with the most recent developments in oncology medicine
Demonstrated ability to apply and share expert clinical knowledge and provide patient focused care
Excellent written and verbal communication skills
Well-developed problem solving, analytical and time management skills
Demonstrated team leadership experience including multidisciplinary teams

POSITION DESCRIPTION

Grade 3 Clinical Pharmacist

Demonstrated involvement in, and ongoing commitment to, research and quality improvement projects

Experience and proficiency using various software and IT systems such as email, Microsoft suite and pharmacy specific IT systems/programs

Satisfactory evidence of; National police check, Working with Children's check and Vaccination status in line with policy and procedure at this time.

Desirable:

Credentialed in the role of Partnered Pharmacist Medication Charting (PPMC)

Completion of SHPA ClinCat assessor training

Organisation wide committee membership

Recognition with ANZCAP (or working towards)

Participation in specialty committees and leadership groups within SHPA

Participation and presentation of research at conferences and forums

Key Accountabilities

Responsible for the day to day planning and co-ordination of the Cancer and Wellness Centre pharmacy facility, to ensure that all aseptic and oncology preparations ordered for patients are appropriately prescribed, prepared or sourced, and are available to the patient in a timely manner

Responsible for ensuring all oncology patients and carers have access to a full clinical pharmacy service including support and education.

Work within the Wellness Centre and through communication, liaison, co-operation and assistance as the service model expands, to develop and establish a sustainable best possible pharmacy oncology service in accordance with the current legislation, professional guidelines and standards.

Wellness Centre Project Officer (CPO) for CHARM – the Oncology information management system which includes medication chart and treatment pathways

Provide CHARM training and education to clinical staff

Provide oncology medicines education and training to clinical staff

Monitor inventory control and purchase of pharmaceuticals used in oncology to minimize wastage and expenditure , compiling reports as required by Director of Pharmacy

Work as a lead member of a pharmacy and/or multidisciplinary team to provide optimal clinical pharmacy services across the organization

Assist in the organization and direction of pharmacy work flow on a daily basis to ensure prioritized, optimal and safe service delivery in a timely manner

Develop and maintain education materials for in house training in aseptic and cytotoxic preparations for students, interns, technicians and pharmacists .

Apply the competency assessment for aseptic and cytotoxic preparations , as relevant for credentialing purposes

Ensure compliance with all legislative requirements, professional practice standards, hospital policies and procedures including infection control, and occupational health and safety policies - including audits and data review.

Adhere to best practice pharmacy guidelines and ERH protocols and policies in the provision of exceptional patient-centered care and ensuring medication safety and optimal medication management

POSITION DESCRIPTION

Grade 3 Clinical Pharmacist

Actively participate in ongoing education, training, and mentoring of pharmacy staff, including departmental staff meetings and attend organizational meetings as designated by the Director of Pharmacy.

Design and implement Quality Improvement and Risk Management activities and prepare presentations and reports for local, state and national forums.

Provide proactive and constructive approaches to problem solving in individual patient care and service development

As rostered, provide a safe and effective clinical pharmacy service to patients, including additional areas, but not limited to: dispensary, manufacturing and ward duties. After appropriate orientation, participate in the on-call and weekend rosters and service provision to regional sites

Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values

Report all incidents and near misses as soon as possible after the event

Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration



Works with a team focus
Cooperates with others and gains input and support to assist in achieving objectives
We work with others to achieve shared goals

Accountability



Monitors the impact of one's own behaviour on others
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

Respect



Treats people fairly and openly
Treats people with dignity
Demonstrates personal standards of consistency, tolerance and patience

Excellence







Consistently supports and follows organisational policies and procedures
Actively participates in identifying opportunities to improve what we do

POSITION DESCRIPTION

Grade 3 Clinical Pharmacist

Key Relationships	
Internal	External
Pharmacy department team	Patients, clients and carers
All ERH Workforce	Campaspe Region Health Services
Visiting Medical Officers	Community based practitioners
	Pharmacy Students

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively				✓
Accountability 	Acts with integrity				✓
	Demonstrates accountability				✓
	Drives accountability			✓	
	Manages self				✓
	Promotes innovation				✓
Respect 	Accessible communicator			✓	
	Values difference				✓
	Consistently articulates direction			✓	
	Empowers others				✓
	Respectfully influences				✓
Excellence 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems				✓
	Consumer focus				✓
	Innovation change leader			✓	

POSITION DESCRIPTION

Grade 3 Clinical Pharmacist

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____

Date: / /

Print Name: _____

cc: Employee File