

Position Description

Title	Medicines Evaluation & Inventory Systems Pharmacist	Position Reports to	Deputy Director of Pharmacy
Classification	SX6 – SX81	Employment Status	Ongoing full time
Enterprise Agreement	Victorian Public Health Sector Medical Scientists, Pharmacists & Psychologists Enterprise Agreement 2021-2025		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for more than 160 years. The Eye and Ear has over 100 different outpatient specialist clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 190,000 patients, with over 130,000 outpatients, nearly 44,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world's leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

This position is responsible for supporting and administering medicines procurement strategy and inventory management systems to ensure safe, rational and cost-effective use of medicines and medicinal products at Eye and Ear.

This position also has an operational role in ensuring effective, efficient and personalised pharmacy service to the highest ethical, legal and professional standards within hospital policies and legal requirements.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice, the Eye and Ear policies and procedures, applicable legislation, and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Medicines Evaluation & Procurement
 - Contribute to the development and delivery of the hospital procurement plan for best monetary value
 - Ensure continuity of supply of medicines and medicinal products for patient care including medicine/product evaluation and formulation of procurement action plan
 - Ensure procurement plans meet the clinical needs and are within the financial target and budget
 - Assist in identifying and implementing medicines expenditure minimisation activities
 - Actively monitor and report on pharmacy product and supply functions (financial, operations and quality)
 - Oversee the planning and co-ordination of the hospital imprest management
 - Oversee regular imprest and pharmacy stock reviews to optimise stockholding and stockturn
 - Ensure drug recalls are managed appropriately
 - Assist with contract and vendor management
 - Ensure procurement activities are in compliance with Health Share Victoria Collective Agreement
 - Conduct usage evaluation and promote quality use of medicines
 - Oversee and administer the Medicines Access Programs
5. Inventory Systems Management
 - System administrator for Omnicell Automated Dispensing Cabinets and Merlin Pharmacy System
 - Maintain and utilise the inventory systems effectively to optimise stock management and reporting
 - Monitor and report anomalies in stock transactions

- Maintain and troubleshoot inventory systems to meet operational requirements
 - Ensure efficiency and synergy from the integration of other systems
6. Dispensary Support
- Supply medicines and medical products to customers/clients of the Eye and Ear according to Eye and Ear policies and procedures. This includes but not limited to dispensing, compounding (simple and complex) and private sales.
 - Provide information on medicines and medical products to clients and staff of the Eye and Ear.
 - Provide support to pharmacy staff in dispensary and manufacturing areas.
7. Clinical support
- Provide high quality clinical pharmacy services aligning with current professional standards.
 - Provide clinical interpretation of medication related matters.
 - Assist in developing, reviewing, updating and implementing policies and procedures.
 - Assist in quality improvement projects
 - Provide medicines information to patients and health professionals
8. Education and training
- Participate in orientation and training of all new staff members.
 - Participate in the pharmacy department professional development program.
 - Provide training on (Victorian Health Incident Monitoring System) VHIMS/RiskMan incident reporting to all new pharmacy staff members.
 - Participate in education and training to other clinical groups (within the hospital) as required.
 - Act as a point of reference for pharmacy, nursing and medical staff in aspects of medication safety and quality use of medicines.
 - Organise and distribute material using a variety of mediums to inform and educate the wider hospital audience on progress of various projects and medication safety initiatives.
9. Research and development
- Participate and/or contribute to research as required.
 - Participate and/or contribute to conference/external presentations and publications.
10. Other
- Participate in staggered shift, oncall, weekend and public holiday pharmacy services as rostered.
 - Attend and actively contribute to pharmacy department meetings and educational forums.
 - Represent the pharmacy at internal and external meetings.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Working within and ensuring staff are compliant with the Eye and Ear Data Accountability Framework.

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	Registered pharmacist with Pharmacy Board of Australia with no restrictions to practice	Membership with the Advanced Pharmacy Australia
		Relevant post graduate qualifications (completed or in progress)
Experience	A minimum of 3 years working experience in Australian hospital pharmacy setting	Merlin Pharmacy System competency
	Medicines usage evaluation and clinical audit experience	Pharmacy Automation experience, particularly Automated Dispensing Cabinets
Competencies	Critical medicine/product evaluation skills	Able to utilise Cerner® Clinical System
	Highly developed communication and interpersonal skills	Research and project management experience
	Excellent organisation and time management skills	Able to administer medicines access programs and Special Access Scheme (SAS)
	Data analytical skills	Quality improvement skills
	Advanced Microsoft Office® skills	
	Demonstrated commitment to quality use of medicines and antimicrobial stewardship	

Reporting Lines

Position Reports to – Deputy Director of Pharmacy

Key Working Relationships

(Internal)

- Pharmacy staff
- Medical staff
- Nursing staff
- Allied health staff
- Supply staff
- Clinical Informatics staff
- Health Information staff
- Quality and Safety staff
- Internal Committee members
- Other relevant hospital staff

(External)

- Health Share Victoria
- Vendors and pharmaceutical companies
- Health Professionals
- Patients
- Cerulea staff
- Other health services/agencies/contractors

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working with Children Check.

Author of Position Description:

Manager Name: Deputy Director of Pharmacy

Date reviewed: July 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____