

Position Description

Position title	Pharmacist Grade 4 – Lead, Advanced Therapies
Department / Division	Advanced Therapies
Classification	Grade 4 Year 1 – Grade 4 Year 5 (TA20 – TA22)
Position reports to	Professional: Director, Pharmacy/Deputy Director of Pharmacy The role is embedded within the Pharmacy team structure but also has an operational reporting line to the Program Manager, Advanced Therapies in a matrix management arrangement.
No. of direct & indirect reports	Up to 6
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The newly established RCH Advanced Therapies program sits within the Medical Services Division and is structured as a clinical/research partnership, providing access to new and novel therapies via coordinated and streamlined governance approvals and the integration of research trials within the clinical practice setting. This program will support the cohesive and expanded delivery of advanced therapies for the Victorian paediatric community, and in doing so will position the RCH as an international centre of clinical excellence.

ROLE PURPOSE

The Grade 4 Lead Pharmacist role is a newly established role and will work closely with the advanced therapies program, clinical trials and broader pharmacy team to establish advanced therapies expertise and service delivery within the RCH pharmacy team. Achieving key deliverables of increasing the research profile and translation of advanced therapies from research to clinical implementation within the RCH. This includes oversight of legislative and regulatory approvals for advanced therapies such as gene therapies as well as the development of operational procedures for the supply, handling, storage, dose preparation, and administration requirements of advanced therapies in both standard clinical care and clinical trials within RCH. Future role capabilities include identification of potential research topics, funding opportunities and collaborative research partnerships

This role is a subject matter expert specific to advanced therapies and will build close working relationships with research investigators/sponsors, and clinicians across all specialties. The role will actively contribute to the organisation's clinical governance and research/ethics committees to provide expertise in the pharmacy considerations relating to advanced therapies and identifying potential research topics, funding opportunities and collaborative research partnerships.

KEY ACCOUNTABILITIES

Advanced therapy practice and research

- Function as a subject matter expert on advanced therapies and consult with program stakeholders to develop and implement best practice solutions to clinical workflows, feasibility assessment, regulatory requirements, risk/adverse event monitoring, and compliance reporting.
- Operationalise research within advanced therapies, including the development of research protocols (where relevant) and identification of opportunities for future research and internal/external research collaborations.
- Translate research evidence specific to advanced therapies to clinical practice standard operating procedures.
- Maintain an up-to-date knowledge of clinical developments and research findings specific to advanced therapies.
- Assume responsibility for the accurate and timely reporting of key performance indicators specific to the administration of advanced therapies, including regulatory/legislative reporting requirements.
- Undertake therapy assessment, treatment planning, and education specific to advanced therapies.
- Document assessment, intervention, and recommendations in the patient's electronic medical history (EMR) in accordance with departmental protocols.

- Handle, prepare, supply and store specific drugs, pharmaceuticals, and therapeutic agents in accordance with regulatory and legislative requirements.
- Adhere to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information.
- Engage in an ethical and professional manner with patients, family/carers, and staff members at all times, in accordance with Pharmacy Board of Australia Code of Ethics.
- Oversee the Pharmacy budget specific to the Advanced Therapies Program and monitor financial performance.
- Participate in pharmacy weekend, public holiday and/or on-call rosters
- Undertake other duties as directed by the Director/Deputy Director - Pharmacy.

Leadership

- Lead the development of clinical pharmacy services and education/training resources specific to the Advanced Therapies Program, in collaboration with the Deputy Director – Pharmacy.
- Provide leadership to the multidisciplinary team members, and Pharmacy Technician workforces on the safe, appropriate, and evidence-based use of drugs, pharmaceuticals and therapeutic agents, implementation of advanced therapies and conduct of clinical trials.
- Represent the Advanced Therapies Pharmacy Service on relevant multi-disciplinary committees (as requested).
- Develop and implement operational service plans specific to clinical pharmacy and engage Pharmacy staff in this process.
- Develop research strategy plans specific to clinical pharmacy within advanced therapies, ensuring alignment to Advanced Therapies Pharmacy Service and organisational research strategies.
- Participate in departmental strategic planning specific to Advanced Therapies Pharmacy Services.

Communication and interpersonal skills

- Establish effective therapeutic relationships with patients and families.
- Establish effective working relationships with the Pharmacy staff, Advanced Therapies Program team members and other internal/external stakeholders.
- Promote best practice teamwork principles, including effective conflict management.
- Actively participate in multidisciplinary team meetings to ensure effective communication and dissemination of information.
- Actively participate in departmental staff meetings.
- Prepare all written reports and documents to required standards and formats.
- Provide Pharmacists with assistance with workloads during busy periods if own workload permits.
- Consult effectively up and down the line of accountability.
- Support a flexible, collegial, and productive working environment.

Continuous improvement

- Actively identify, initiate, and implement continuous improvement activities to support process improvement and the continued growth and development of the Pharmacy Service and Advanced Therapies Program.
- Lead audits and projects specific to advanced therapies drugs, pharmaceuticals, and therapeutic agents.
- Review and develop policies, protocols and guidelines for advanced therapies and clinical research trials.
- Identify and manage risks specific to pharmacy components of the use of advanced therapies.

- Utilise change management approaches to foster staff engagement and achieve sustainable service improvements.

Professional and ethical practice

- Maintain and further develop clinical pharmacy expertise specific to advanced therapies.
- Promote a culture in which clinical supervision and education are embedded within contemporary professional practice and provide clinical supervision and/or education to junior Pharmacists, pharmacy students, and other workforce cohorts (as requested), and promote a culture in which clinical supervision is core to contemporary professional practice.
- Contribute to a positive and professional work culture and lead by example via all communications, actions, and behaviours.
- Demonstrate emotional intelligence in managing own and others' values, attitudes, and behaviours.
- Uphold the values outlined in the RCH Compact and other RCH policies, procedures, and guideline documents (as relevant).
- Ensure the privacy and confidentiality of any sensitive information accessed in the context of the role.
- Adhere to agreed document management and cyber-security practices (including aligned regulatory/legislative requirements).
- Maintain the positive image and reputation of RCH at all times.

Lifelong learning

- Identify personal and professional development needs, and strategies to address learning goals through the Performance Development and Planning (PDAP) process.
- Regularly seek and participate in two-way feedback of own performance through informal and formal supervision and performance reviews and evaluate and act on feedback to improve performance (as appropriate).
- Present on advanced therapies at national/international conferences and deliver education/training via other internal/external forums.
- Participate in formal pharmacy-specific and interdisciplinary research projects specific to advanced therapies and support the publication of such work.

Other

- Adhere to all Occupational Health and Safety requirement of the role and workplace, including if/when working remotely.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Undergraduate/graduate-entry qualification in pharmacy
- Professional registration with the Australian Health Practitioner Regulation Agency - Pharmacy Board of Australia
- Proven capacity for leadership in a team environment and ability to work well as a senior team member
- Significant experience in the implementation of advanced therapies
- Significant experience in the ethical conduct of research clinical trials

Desirable:

- Minimum of 10 years clinical experience in health, pharmacy, or a related field
- Achievement or working towards postgraduate qualification in pharmacy, public health, and/or leadership /management

- Well-developed leadership skills, including the ability to undertake professional supervision and promote professional competence of other Pharmacy staff
- Experience in the conduct of clinical research, including the publication of research findings within a peer-reviewed journal

KEY SELECTION CRITERIA

- Demonstrated leadership skills and experience in critical thinking/strategic planning
- Demonstrated experience in managing advanced therapies in clinical care and research clinical trials.
- Demonstrated ability to review, critique, and analyse research data, scientific evidence, and legislative/regulatory requirements, and translate this information to practice recommendations
- Well-developed understanding of health service systems and the broader healthcare practice context
- Demonstrated commitment to the provision of high-quality patient care and outcomes, and evidence-based Pharmacy services
- Well-developed written and verbal communication, interpersonal and stakeholder management skills
- Demonstrated ability to build and maintain strong working relationships with colleagues, multidisciplinary team members, and other internal/external stakeholders, as well as the capacity to work autonomously
- Experience in the supervision of Pharmacists and/or Pharmacy Technician workforces
- Excellent organisational, planning and time-management skills
- Demonstrated proficiency in various information technology platforms, systems and solutions

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others

- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

August 2026