

Position Description

Position title	Clinical Trials Pharmacist
Department / Division	Pharmacy
Classification	Grade 2 Year 1 – Grade 2 Year 4 (SX2-SX5)
Position reports to	Senior Clinical Trials Pharmacist
No. of direct & indirect reports	N/A
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 A world where all kids thrive. 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
RCH is currently experiencing significant growth in access to clinical trials, which is expected to further increase with the implementation of an Advanced Therapies program. The RCH Advanced Therapies Program sits within the Medical Services Division and is structured as a clinical/research partnership, providing access to new and novel interventions via coordinated and streamlined internal/external 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 community, and in doing so will position the RCH as an international centre of clinical excellence. Pharmacy services are integral to this research focus, and enhancing patient access to new and novel interventions.
ROLE PURPOSE
The Clinical Trials Pharmacist assists senior pharmacy staff in the provision of clinical trial pharmacy services for the Advanced Therapies program as well as other clinical research programs. The role supports clinical drug trials across the RCH and campus partners, with responsibility for the operational set-up, day-to-day management and closure of clinical drug trials.
KEY ACCOUNTABILITIES
Provision of Care • Provide high quality and efficient delivery of clinical/operational and clinical trials pharmacy service • Liaise with investigators to determine the logistics and feasibility of trials • Prepare summary guidelines for trials and dispensing and manufacturing procedures • Supervise receipt, shipping, handling and storage of clinical trial material (as required) • Dispense and prepare ward and outpatient medications. • Dispense and prepare clinical trial prescriptions and novel therapies, including sterile and Genetically Modified Organism (GMO) preparations. • Provide information and medication counselling to patients, carers and other healthcare professionals, including at transition of care. • Assist in co-ordination of sponsored and investigator led clinical drug trials including liaison with multidisciplinary teams • Provide supervision for ongoing trials conducted in specific areas of the department and wider hospital • Oversee the set-up and maintenance of pharmacy clinical trial documentation for each study • Support and promote the safe and ethical use of novel therapies • Participate in the pharmacy weekend, public holiday and on-call rosters (as required) Lifelong Learning • Participate in professional development activities to ensure that best clinical practice is maintained • Identify personal and professional development needs, and plan and implement strategies for achieving them • Support others to review, reflect on and evaluate their own practice • Provide effective supervision to junior and less experience staff Collaborative Practice • Provide child centred, family focused care through partnership with parents/families

- Provide information to support the EMR team to build the required architecture for clinical trials
- Work in collaboration with multidisciplinary team members to achieve patient and team goals and ensure excellence in service delivery and contribute to continuous improvement
- Attend and contribute to meetings of the RCH Adverse Drug Reaction Committee (as required)

Communication

- Apply well-developed verbal communication and interpersonal skills to interact with a variety of stakeholders
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions

Continuous Improvement

- Actively contribute, as an individual and as a member of a team, to the continuous improvement of healthcare, quality and safety
- Attend relevant lectures, conferences and meetings and participate in the broader clinical trials community to build knowledge, skill and capability
- Maintenance of resources and facilities to meet legislative requirements, accreditation standards and other relevant guidelines

Supervision, Leadership and People Management

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline
- Provide clinical supervision and/or training to Grade 1 pharmacy staff, pharmacy interns and students

Organisation and Planning

- Apply well-developed organisation and planning skills to manage own workload

Research

- Understand the principles of evidence-based practice
- Evaluate current practice with respect to the evidence
- Find, critically review, evaluate & interpret literature and apply to current role/service
- Support research agenda for team or work unit
- Develop methods to keep up to date with evidence related to area of clinical interest or current role
- Share evidence with colleagues within own team and wider service (e.g. special interest groups, journal clubs, department in-services, inter-professional education sessions)

QUALIFICATIONS AND EXPERIENCE

Essential:

- Undergraduate/graduate-entry qualification in pharmacy.
- Professional registration with the Australian Health Practitioner Regulation Agency - Pharmacy Board of Australia

Desirable:

- Significant experience in hospital and/or clinical trials pharmacy
- Previous experience in the production of sterile and/or GMO medicines
- Demonstrated commitment to work and contribute as part of a multidisciplinary team
- Well-developed understanding of hospital operations and the healthcare sector

KEY SELECTION CRITERIA

- Previous experience in hospital pharmacy, clinical trials, advanced therapies and/or other related specialist practice.
- Demonstrated ability to apply evidence-based principles to pharmacy clinical practice
- Sound understanding of legislative and regulatory standards specific to the conduct of clinical trials
- Demonstrated experience working with multidisciplinary stakeholders across clinical and/or research settings.
- Demonstrated experience working within complex healthcare environments.
- Well-developed communication and interpersonal skills, in particular the ability to work with young children and their families
- Strong commitment to evidence-based practice and continuous quality improvement
- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements
- Well-developed time management and prioritizing skills
- Excellent computer literacy skills

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
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- 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

September 2026