

Position Description

Position title	Formulary Pharmacist
Department / Division	Pharmacy/ Division of Access and Clinical Operations
Classification	Grade 3 Year 1 – Grade 3 Year 4 (SX6 – SX81)
Position reports to	Deputy Director of Pharmacy and Chief Pharmacy Information Officer
No. of direct & indirect reports	2
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)

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

<p>ROLE CONTEXT</p> <p>The RCH is dedicated to leading in the provision of safe and judicious use of medications for paediatrics. The Formulary Pharmacist works in the Pharmacy department and plays an essential role in safe, effective and sustainable use of medications within the RCH. This involves evaluation and analysis of reports on prescribing trends,</p>
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including future forecasting and development of policies and procedures to support quality use of medications across RCH.

ROLE PURPOSE

The focus of this role is to support safe, effective and timely use of use of medications at The Royal Children's Hospital. Working collaboratively with the Chief Pharmacy Information Officer, Medicines Information and Drug Usage Committee (DUC) to manage the formulary and inventory, to provide expert advice and monitoring of medication utilisation across the RCH, including opportunities for quality improvement.

KEY ACCOUNTABILITIES

Provision of Service

- Be the key point of contact for formulary management with RCH
- Attend Drug Usage Committee (DUC) meetings, comply and send our minutes, and responsibility for communication of outcomes to clinicians
- Evaluate, review, and manage the medication formulary based on clinical evidence, safety, efficacy, and cost-effectiveness.
- Provide expert advice and guidance to healthcare professionals on formulary-related decisions and medication use.
- Lead paediatric pharmacy engagement with Safer Care Victoria and other statewide stakeholders, advocating for paediatric considerations in the Victorian Statewide Formulary and contributing to solutions for medicine access, shortages and supply continuity
- Work collaboratively with the CPIO, monitor drug utilisation patterns and identify opportunities for improvement in prescribing and dispensing practices.
- Support the implementation of medication policies, guidelines, and protocols to promote safe and effective use of medicines.
- Participate in Clinical Practice Guideline committee and provide expert advice of formulary implications
- Be the key liaison for sustainability committee initiatives for medications
- Be a source of clinical expertise, advocacy and guidance within the clinical stream, across the department and within the broader multidisciplinary team
- Maintain and monitor individual patient approvals and ensure clinicians and pharmacy staff are aware of requirements and expiry dates of approvals.
- Audit medication prescribing patterns, including compliance with formulary to future plan and ensure formulary meet the needs for patients and clinicians.
- Participate in pharmacy weekend, public holiday and on-call rosters

Lifelong Learning

- Participate in professional development activities to ensure that best clinical practice is maintained.
- Comply with mandatory CPD requirements as outlined by the Pharmacy Board and AHPRA
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice.
- Model a commitment to continuing professional development, and support junior staff in developing and accomplishing professional goals and objectives
- Actively promote an environment of lifelong learning

Collaborative practice

- Work in collaboration with multidisciplinary team
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Promote and develop partnerships with healthcare and community providers as well as discipline networks

- Utilise a flexible and adaptable approach to functioning in a team environment to enhance the team's performance and ensure ongoing excellence in service delivery

Communication

- Apply a highly developed verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Recognise issues that may lead to conflict, and constructively addresses issues as they arise
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions
- Facilitate open and effective communication across all levels of the individual Department and more broadly across the organisation
- Ensure systems are in place for coordinating and performing appropriate clinical handover and arrange follow-up to ensure patient care is maintained

Continuous Improvement

- Develop effective time management skills to balance clinical requirements and to contribute to continuous improvement activities
- Balance priorities between clinical load and contribution to quality improvement activities
- Lead and contribute to improvements in departmental management and function
- Complete quality activities in timely manner
- Act to reduce error and sources of risk in own practice
- Contribute positively to change processes, through demonstrating flexibility and openness to change
- Develop awareness of governance requirements including safety and quality clinical practice guidelines, procedures and policies including how they apply to clinical role
- Empower team to identify, analyse, report and manage risks
- Manage local risks and escalate appropriately to line manager and relevant stakeholders

Supervision, Leadership and Management

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework
- Provide clinical supervision to staff and students, and deliver regular, constructive and developmental feedback to team
- Contribute to projects aimed at improving formulary management and medication use within RCH
- Collaborate with clinical leaders and stakeholders to ensure alignment of formulary decisions with organizational goals and patient care priorities
- Lead on stock shortages, and sourcing of alternatives, including communication with key stakeholders.
- Ensure communication between the purchasing officer, pharmacy stores, Willow EMR team and broader pharmacy team are aware of formulary changes
- Management of overseas medications and requirements prior to being utilised within the RCH, including ensuring legal requirements and English language requirements are met
- Contribute to state-wide formulary and HealthShare Victoria activities

Organisation and Planning

- Apply highly developed organisational and planning skills with ability to prioritise workload and competing demands

Research

- Recognise the importance of research and support research opportunities related to quality use of medicines
- Evaluate current practice with respect to the evidence
- Find, critically review, evaluate and interpret literature and apply to current role/service

- Support a research culture and agenda
- Contribute to and support Pharmacy research initiatives and partnerships by collaborating with the Director and Deputy Directors of Pharmacy

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor of Pharmacy or equivalent
- Registered to practice as a pharmacist with Australian Health Practitioner Regulation Agency & name appears on the register of the Pharmacy Board of Australia
- At least 8 years' experience in hospital pharmacy

Desirable:

- Extensive experience in development of medication guidelines
- Post graduate Clinical Pharmacy Master's
- Significant experience in clinical pharmacy, including paediatrics

KEY SELECTION CRITERIA

- Well-developed ability to collaborate, foster, and maintain effective working relationships with internal and external stakeholders involved in medication management and formulary decisions.
- Proven ability to work effectively within multidisciplinary teams, demonstrating both strong teamwork and the capacity to work independently.
- Demonstrated experience in managing formulary processes and reviewing literature of medications usage in clinical settings
- Motivated, enthusiastic, and committed to delivering high-quality, evidence-based pharmaceutical care.
- Strong conceptual and analytical skills with the ability to critically appraise clinical data and translate this into practical formulary recommendations.
- Ability to balance a systems-thinking approach with attention to detail, understanding the broader healthcare context while ensuring accuracy in formulary management.
- Solution-oriented mindset with demonstrated problem-solving skills and the ability to respond proactively to emerging issues related to medication use.
- Creativity and innovation in identifying opportunities for improving formulary management and optimizing medication use.
- Excellent organisational and time management skills, able to manage competing priorities and meet deadlines effectively.
- Highly developed verbal and written communication skills, with the ability to negotiate, influence, and engage diverse stakeholders.
- Ability to identify and constructively manage potential conflicts or challenges related to medication policies and formulary decisions

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

December 2025