



Position Description

Position title	Sterile Unit and Hospital in The Home Pharmacist
Department / Division	Pharmacy/Access & Clinical Operations
Classification	Grade 2 Year 1 – Grade 2 Year 4 (SX2 – SX5)
Position reports to	Senior Clinical Nutrition and Sterile Unit Pharmacist
No. of direct & indirect reports	NA
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

The Pharmacy Department produces a number of sterile pharmaceutical products. These are predominately antibiotic infusors to facilitate treatment for the Hospital in the Home Program (HiTH), and Parenteral Nutrition solutions.

ROLE PURPOSE

Supporting the Senior Clinical Nutrition and Sterile Unit Pharmacist, they are responsible for assisting with coordinating sterile manufacturing services, quality assurance, training and education of pharmacist and technician staff rotating through the unit. There is a clinical focus on working as part of a multi-disciplinary team within the HiTH and Infectious Diseases teams to provide best care to patients in the HiTH program.

KEY ACCOUNTABILITIES

Provision of Care

- Provide clinical pharmacy oversight for prescribing in HiTH.
- Participate in aseptic compounding of sterile products as required.
- Develop and implement Standard Operating Procedures for infusor production.
- Provide expert information on stability of antimicrobials and other sterile products.
- Be involved in financial reporting and key accountabilities in the production of sterile products.
- Work in collaboration with the Senior Clinical Nutrition and Sterile Unit Pharmacist to ensure legislative requirements, accreditation standards and other relevant guidelines relating to sterile unit production are met.
- Ensure adequate records are maintained along with appropriate maintenance of equipment related to infusor production.

Lifelong Learning

- Commit to ongoing learning and safety practices and audits that will ensure best patient outcomes.

Collaborative Practice

- Provide child centred, family focused care through partnership with parents/ families
- Work in collaboration with multidisciplinary teams
- Cooperate and work well with others in the pursuit of team goals
- Work with the HiTH team in relation to implementation of guidelines; local and national.
- Participate in the weekend, public holiday, and on-call roster for the Pharmacy Department

Communication

- Apply well-developed verbal communication and interpersonal skills and attention to detail with the ability 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
- Act to remove personal barriers to effective communication
- Take collective ownership of problems
- Consider different points of view and compromise, where necessary and appropriate, to reach consensus

Continuous Improvement

- Actively participate as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement
- Scope and manage new projects related to antimicrobial infusor clinical use and production that bring about quality improvements.

Supervision, Leadership and People Management

- Participate in training of medical staff, nursing staff, pharmacists, pharmacy interns, technicians and students in matters related to HiTH and sterile production. Provide mentoring and education across the multidisciplinary team.
- Participate in and provide 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
- Deputise for Senior Pharmacist to lead the unit when they are not available

Organisation and Planning

- Apply well-developed organisation and planning skills

Research

- Collaborating externally with pharmacists working in HiTH and sterile services, publishing, and presenting at conferences where appropriate.

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

Desirable:

- Minimum of 3 years of experience in hospital pharmacy
- Experience in sterile production (paediatric or adult)

KEY SELECTION CRITERIA

- Demonstrated experience in Infectious Disease and home care programs, aseptic compounding, and clinical pharmacy.
- Demonstrated ability to develop and implement clinical guidelines.
- A focus on time management and prioritization skills
- A flexible and adaptable approach to functioning in a team environment that enhances the team's performance.
- 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
- 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	November 2025
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