

Position Description

Position title	Pharmacist
Department / Division	Immunisations/Ambulatory
Classification	Grade 2 Year 1 – Grade 2 Year 4
Position reports to	Deputy Director of Pharmacy
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 <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 Immunisation Service provides immunisations and immunisation advice for the hospital and the general community. There is a telephone advice line, an opportunistic immunisation drop-in centre and a weekly outpatient clinic. There is an active program of catch-up immunisation for all patients attending RCH and programs for patients with special immunisation needs.

The immunisation pharmacist works directly with the immunisation service, pharmacy procurement and other pharmacists to ensure safe and equitable access to immunisations.

ROLE PURPOSE

The Immunisation pharmacist will be responsible for monitoring and ordering of vaccine supply, providing vaccine advice through the telephone advice line and the opportunity to administer vaccines as per the Victorian Pharmacist-Administered Vaccination program.

A strong emphasis on regular medication and patient-focused pharmacy activities is expected, including medication review, dispensing and counselling, treatment review and liaison with other health professionals, to ensure safe and appropriate medication use, compliance with hospital policies and timely provision of services.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver excellent, evidence-based pharmaceutical care in immunisation services, including assessment of patient suitability, vaccine preparation and administration, and post-vaccination monitoring in accordance with national and local guidelines.
- Provide pharmacy services across applicable settings (e.g. inpatient, outpatient clinics, or ambulatory care) where immunisations are administered.
- Maintain accurate and timely clinical documentation, including consent forms, vaccination records, and adverse event reports, in line with pharmacy practice standards and RCH procedures.
- Provide clear and concise clinical handover, including documentation in electronic medical records and communication with multidisciplinary teams as required.
- Develop, implement, and review vaccination protocols and procedures specific to storage and procurement of immunisation.
- Management of vaccine inventory, supply chain management and expiry date checking
- Participation in the immunisation medicines information phone service as rostered
- Work within the Pharmacy Department, for provision of services during times of service needs when directed by the Deputy Director of Pharmacy and Immunisations Nurse Unit Manager
- Participation in the weekend, public holiday and on-call rosters

Lifelong Learning

- Engage in continuous professional development to stay current with changes to immunisation schedules, vaccine safety, cold chain management, and emerging immunisation practices.
- Meet the Pharmacy Board of Australia and AHPRA's requirements for continued professional development (CPD), with particular focus on immunisation and paediatric care.

Collaborative Practice

- Provide child-centred, family-focused immunisation services by working in partnership with children, parents, and carers, addressing concerns and promoting vaccine confidence.
- Collaborate effectively with multidisciplinary teams including nursing, medical, and allied health staff to deliver safe and integrated immunisation care.
- Demonstrate teamwork, mutual respect, and a shared commitment to service delivery and patient safety.
- Participate actively in team meetings and continuous service improvement initiatives.

Communication

- Demonstrate well-developed verbal and written communication skills, particularly in communicating vaccine-related information to diverse patient populations including children, families, and culturally and linguistically diverse communities.
- Clearly explain immunisation procedures, benefits, potential side effects, and post-vaccination care to patients and caregivers.
- Recognise and sensitively manage concerns or misconceptions about vaccines; escalate complex issues to senior clinicians or medical staff as appropriate.

Continuous Improvement

- Contribute to the ongoing improvement of immunisation service delivery, identifying opportunities to enhance safety, efficiency, and accessibility.
- Actively reduce sources of error or risk in vaccine storage, preparation, and administration through adherence to best practice.
- Escalate any clinical risk or safety concerns through appropriate reporting channels.
- Maintain and demonstrate competency in immunisation administration, anaphylaxis management, and cold chain requirements in line with departmental and public health standards.
- Perform audits of immunisations as directed by the Immunisation Centre Nurse Unit Manager and Deputy Director of Pharmacy.

Supervision, Leadership, and People Management

- Participate in and support clinical supervision in accordance with the RCH Allied Health Clinical Supervision Guideline and Department of Health frameworks.
- Provide informal mentoring or guidance to pharmacy students or junior staff in immunisation practices where appropriate.

Organisation and Planning

- Apply strong organisational skills to manage vaccine supply, clinic schedules, and documentation requirements.
- Ensure compliance with vaccine storage, stock rotation, and cold chain procedures

Research and Evidence-Based Practice

- Understand and apply principles of evidence-based immunisation practice.
- Critically evaluate current literature related to vaccine safety, effectiveness, and policy to inform practice.
- Participate in quality improvement or research initiatives where relevant to immunisation services.
- Share knowledge through journal clubs, clinical forums, or immunisation-related professional networks

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor of Pharmacy
- Registered to practice as a pharmacist with Australian Health Practitioner Regulation Agency & name appears on the register of the Pharmacy Board of Australia.
- Successful completion of a recognized "Immuniser program of study" (Grade 2)

Desirable:

- Significant and proven experience in hospital pharmacy
- Demonstrated experience in paediatric and Immunisation pharmacy practice
- Postgraduate qualifications or undertaking a postgraduate course in a relevant discipline

KEY SELECTION CRITERIA

- Demonstrated high-level written and verbal communication skills, with strong attention to accuracy, clarity, and clinical detail.
- Proven ability to build and maintain effective working relationships with patients, families, multidisciplinary team members, and external stakeholders.
- Strong organisational and time management skills with the ability to prioritise tasks and manage competing demands in a dynamic clinical environment.
- Proficiency in the use of electronic health records and pharmacy information systems, including vaccine documentation and inventory systems (e.g., EPIC).
- Commitment to evidence-based practice and ongoing professional development, including immunisation-specific education and training.
- Understanding of and participation in clinical research, audits, or quality improvement activities relevant to immunisation services.
- Flexible and adaptive team player with a collaborative approach to service delivery and problem-solving.
- Knowledge of and adherence to relevant legislative, clinical, and professional standards relating to immunisation practice and pharmacy services.

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 LGBTIQI community and people with disability.

Position description last updated

October 2025