

Position Description

Position title	Pharmacy Business Development Pharmacist
Department / Division	Pharmacy/Operations
Classification	Grade 3 Year 1 – Grade 3 Year 4 (SX6 – SX81)
Position reports to	Operational: Pharmacy Business Development Manager Professional: 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 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
This role is to support the Pharmacy Business Development Manager. The Pharmacy Business Unit (PBU) develops and manages Pharmacy related products for both RCH and other healthcare settings, including the Paediatric Injectable Guidelines (PIG), Nappy Goo® barrier cream and Hypertonic Saline.

ROLE PURPOSE
The Pharmacy Business Development pharmacist will be responsible for contributing to the daily operations of the PBU. They will scope, develop, and implement new products, projects and publications to ensure sustainability of the Unit. A key responsibility will also be the maintenance of the editorial content of the PIG. There will also be a focus on liaising with key stakeholders, including the Therapeutic Goods Administration, regulatory consultants, and manufacturers for the RCH products on the Australian Register of Therapeutic Goods.

KEY ACCOUNTABILITIES

- Assist and co-lead new projects that will provide a net income, reduce costs for the hospital, improve efficiencies and safety or improve the profile of the department.
- Assess the workload impact of new initiatives on the PBU and the external Pharmacy department. Develop necessary staffing contingencies to ensure that workload needs are met.
- Act as Chief Editor for the Paediatric Injectable Guidelines on-line and the printed publication. This involves the editing and co-ordination of other editors to maintain the publication.
- Ensure regular liaison is maintained with hospital departments and external organizations involved in departmental projects.
- Maintain operational requirements of the Pharmacy Business Unit and deputise for the Pharmacy Business Development Manager when required.
- Liaise regularly with the Director of Pharmacy and assist with reporting monthly for current status and progress with each project that is either underway or in development.
- Assist with reviewing accounts for income and expenditure, related to the above activities and maintain agreed budget objectives.
- Ensure that any manufactured items that are available for sale are of acceptable standard and conform to legislative and regulatory requirements.
- Provide Medicines Information support to the Unit.
- Participate in staff meetings and regularly communicate the status of current projects.
- Utilise information technology to assist in disseminating information and educating customers.
- Assist with departmental activities in times of significant staff shortages.
- Promote and personally be involved in research related to activities within the department and publish results in the scientific literature when appropriate.
- Participate in other projects as required by the Director of Pharmacy.
- Participate and provide 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
- Participate in the weekend, public holiday and on-call roster for the Pharmacy Department

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

- Significant experience in hospital pharmacy
- Active participation with professional bodies
- Experience with literature retrieval and analysis.
- Postgraduate qualifications relevant to the pharmacy profession or commercial applications
- Experience with pharmaceutical regulatory frameworks.

KEY SELECTION CRITERIA

- Demonstrated abilities in written and verbal communication, organisation, thoroughness and attention to detail.
- Demonstrated editing capability and background.
- Demonstrated ability to meet deadlines and to prioritise to achieve this.
- Demonstrated ability to build and maintain working relationships with co-workers/ fellow professionals and key internal and external stakeholders.
- Familiarity with electronic data processing and skill in the use of relevant databases for the storage, retrieval and processing of information

- Recognition of research importance, and ability to effectively combine those requirements with the demands of daily tasks and clinical needs

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	October 2025
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