Position Description

Position title	Senior Clinical Trials Pharmacist
Department / Division	Pharmacy Department / Division of Access and Clinical Operations
Classification	Grade 3 Year 1 – Grade 3 Year 4 [SX6 – SX81]
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 "*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 Royal Children's Hospital has seen an exponential growth in clinical trials across the campus. It is expected that access to clinical trials for the paediatric population will continue to grow requiring a pharmacy service to facilitate this. The Clinical Trials Team also co-ordinate and manage Advanced Therapies, including genetically Modified Organisms (GMOs) for patients at RCH.

ROLE PURPOSE

Provide senior clinical and operational expertise within the Clinical Trials Pharmacy Service to ensure the safe, effective and compliant delivery of clinical trials and novel therapies. The role contributes to service development, quality improvement, education, research support and stakeholder engagement, enabling equitable access to clinical research opportunities for eligible patients at The Royal Children's Hospital.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver excellent evidence-based practice pharmacist assessments and interventions in clinical trials
- Manage a complex and varied clinical caseload
- Provide high level of clinical expertise with independent decision making
- Maintain and develop communication with medical and technical staff within the hospital, the University of Melbourne and the Murdoch Children's Research Institute
- Attend meetings with investigators and sponsor as required for the management of trials
- Support and promote safe and ethical use of novel therapies
- Dispensing and preparation of clinical trial prescriptions and novel therapies, including sterile and Genetically Modified Organism (GMO) preparation.
- Assist in co-ordination of sponsored and investigator led clinical drug trials for the department including liaising with multidisciplinary teams
- Providing supervision of on-going trials conducted in specific areas of the department and hospital
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures
- Contribute to the ongoing development, review and maintenance of administrative processes and improved communication mechanisms
- Actively participate in, provide and contribute to continuous improvement and continuing education opportunities
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities
- Act to reduce error and sources of risk in own practice, as well as the Clinical Trials team and broader Pharmacy department and healthcare setting
- Ensure timely provision of pharmacy clinical trials services through appropriate prioritisation of stream, departmental caseload and patient needs
- Be a source of clinical expertise, advocacy and guidance within the clinical stream, across the department and within the broader multidisciplinary team
- Participate in the pharmacy department weekend, public holiday and on-call pharmacy roster

Lifelong Learning

- Participate in professional development activities to ensure that best clinical practice is maintained
- Ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning
- Participate Continuing Professional Development to meet AHPRA requirements
- Complete and Good Manufacturing Practice credentialing and necessary credentialling to work in Clinicial Trials and with Advanced Therapies
- Participate in teaching (internal and external)
- 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
- Attendance of meetings with investigators, determining the logistics and feasibility of trials
- 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
- Preparation of summary guidelines for trials and dispensing and manufacturing procedures
- 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
- Assisting the EMR team, as subject matter experts, by reviewing and advising on aspects of clinical builds for clinical trials
- 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
- Participate in staff meetings, continuing education and promotion of the clinical trials pharmacy service throughout the hospital
- Attend relevant lectures, conferences and meetings

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 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
- Pharmacy representative in the hospital Drug Trial Sub-Committee
- Supervision of receipt and shipping clinical trial material as required
- Oversee clinical trial training for pharmacy staff and interns to provide a standardized clinical trial pharmacy service
- Guide and mentor other pharmacists on research projects and encourage participation in relevant conferences

- Attend relevant lectures, conferences and meetings
- Provide clinical and operational leadership in area of expertise, ensuring consultation with the other Senior Clinical Trials Pharmacists, Deputy and Director of Pharmacy as appropriate

Organisation and Planning

- Apply highly developed organisational and planning skills with ability to prioritise workload and competing demands
- Maintain resources and facilities such that they are of a suitable standard and in accordance with legislative requirements, accreditation standards, good manufacturing practice, good clinical practice guidelines and other any relevant guidelines

Research

- Understand the principles of evidence-based practice, and critically evaluate clinical practice in light of available evidence, experience and patient/ family values and circumstances
- Supervise on-going studies conducted in specific areas of the department where appropriate
- 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 research agenda through assisting research projects (e.g., contributing to participant recruitment, data entry, questionnaire/audit design as part of a research project in work area)
- Appropriately share evidence (e.g., presents at journal club, special interest groups)
- Work with team/department to identify research gaps and take opportunities to engage academic partners (e.g. contributes to ideas for honours projects)

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
- Demonstrated commitment to work and contribute as part of a team
- Proven capacity for clinical leadership in a team environment and ability to work well as a senior team member

Desirable:

- Post graduate qualification or undertaking a post graduate course
- Minimum 7 years' experience in health or related field
- Experience in clinical trials
- Experience in sterile, cytotoxic and GMO manufacturing

KEY SELECTION CRITERIA

- Experienced and skilled clinician with consolidated clinical assessment, formulation, and clinical reasoning abilities
- Excellent professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility.

- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements
- Capacity for effective negotiation, conflict resolution and wide consultation at all levels, to maintain and foster key interpersonal relationships.
- Demonstrated commitment to building professional skills and capacity
- Communication, supervision and education skills of a level suitable for supervision of students, pharmacists and pharmacy technicians
- Demonstrated capacity to work constructively and collaboratively with a range of disciplines towards common goals
- The ability to engage children of different ages and abilities, and to advocate for patients and their families
- Demonstrated ability to manage project/research work independently
- Excellent computer literacy skills
- Recognition of research importance, and ability to effectively combine those requirements with the demands of daily tasks
- Computer literacy skills
- Skills in electronic data processing and in the use of relevant databases for the storage, retrieval and processing of information
- Knowledge of regulations and standards for conducting clinical trials E.g. demonstrated ability to build and maintain working relationships with key internal and external stakeholders.

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	**August 2026**