

Position Description

Position title	Summer Pharmacy Student Placement
Department / Division	Pharmacy / Access & Clinical Operations
Classification	Pharmacy Student 1 st Year – 4 th Year RQ9
Position reports to	Senior Pharmacist : Student and Intern Educator
No. of direct & indirect reports	0
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 Summer Pharmacy Student Placement roles sit within the Pharmacy department within the Division of Access & Clinical Operations. The positions are designed to provide undergraduate pharmacy students with exposure to hospital pharmacy practice and the public health environment. Students will have the opportunity to gain experience across a range of pharmacy services, including clinical pharmacy, operational pharmacy and pharmacy research

activities, while working alongside pharmacists, pharmacy technicians, and other members of the multidisciplinary healthcare team. The program aims to support the development of future pharmacists by providing practical experience, professional development opportunities, and insight into career pathways within the hospital.

ROLE PURPOSE

Responsible for participating in a structured hospital pharmacy placement program that provides exposure to clinical, operational, and research activities. The role supports the development of pharmacy students' knowledge, skills and understanding of hospital pharmacy practice, while fostering interest in future careers within public health and hospital pharmacy.

KEY ACCOUNTABILITIES

Provision of Care

- Participate in clinical, operational, and research pharmacy activities under the supervision of pharmacists and other pharmacy staff
- Observe and contribute to patient care activities appropriate to the student's level of knowledge, skills and experience
- Develop an understanding of medication management processes and the role of pharmacists within a hospital setting.
- Complete allocated tasks and activities within required timeframes and seek guidance when required.
- Maintain confidentiality and comply with relevant policies, procedures, and professional standards.
- Contribute to quality improvement and service and service development activities where appropriate.

Learning and Development

- Actively participate in learning opportunities provided throughout the placement program
- Demonstrate a willingness to learn, seek feedback, and apply feedback to support ongoing development
- Develop knowledge of hospital pharmacy services, systems and processes.
- Complete required orientation, training, and competency activities relevant to the placement
- Reflect on placement experiences to support professional growth and career development.

Teamwork and Collaboration

- Work collaboratively with pharmacists, pharmacy technicians, and other members of the healthcare team
- Demonstrate respect, professionalism, and consideration for colleagues, patients, and families
- Contribute positively to team activities and promote a supportive learning environment.
- Participate in meetings, education sessions, and departmental activities as required.

Communication

- Communicate effectively and professionally with patients, families, pharmacy staff, and other healthcare professionals
- Demonstrate active listening and ask questions to support learning and understanding
- Maintain appropriate confidentiality in all forms of communication
- Escalate concerns or questions to supervising staff as required.

Quality and Continuous Improvement

- Participate in quality improvement, research, audit, or service development activities as appropriate.
- Identify opportunities for improvement and discuss these with supervising staff
- Support the department's commitment to safe, high-quality patient care and continuous improvement

Organisation and Planning

- Demonstrate effective organisational and time management skills
- Manage allocated tasks and learning activities appropriately
- Attend placement activities as scheduled and meet program requirements

- Take responsibility for own learning and professional conduct throughout the placement.

Research

- Understand the principles of evidence-based practice
- Evaluate current practice with respect to the evidence
- Find, critically review, evaluate & interpret literature and apply to current role/service
- Support a research culture and agenda
- Share evidence appropriately (e.g., presents at journal club, special interest groups)

QUALIFICATIONS AND EXPERIENCE

Essential:

- Currently enrolled in an accredited Bachelor or Master of Pharmacy program at an Australian university
- Entering 3rd year or 4th year of study 2027

Desirable:

- An understanding of the healthcare sector
- Experience working in health or related field

KEY SELECTION CRITERIA

- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team
- Enthusiasm for learning about hospital pharmacy practice
- Ability to receive feedback and apply learning to improve performance
- Good organisational and time management skills
- Demonstrated professionalism and reliability
- Basic computer literacy and proficiency with Microsoft Office applications.

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 LGBTIQI community and people with disability.

Position description last updated

August 2026