

Position Description

Position Title:	Senior Clinical Pharmacist Mental Health & Wellbeing Services
Reports to:	Manager Adult Community Mental Health
Department:	Pharmacy
Directorate:	Clinical Operations
Cost centre:	N0002
Code & classification:	Grade 3 (SX6-SX81)
Employment conditions:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

This role is responsible for coordinating and delivering high-quality clinical pharmacy services to the Adult Community Mental Health program and broader GV Health Mental Health services. It focuses on optimising pharmacotherapy to ensure safe, effective, and economical use of medicines for both in-patient and community clients. The role also supports the safe delivery of psychotropic medicines and promotes best practices in pharmacological interventions.

The role reports professionally to the Director of Pharmacy and operationally to the Manager Adult Community Mental Health Services, and includes oversight of pharmaceutical services, staff education, and operations across GV Health's mental health sites

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Professionally lead the delivery of pharmacy services within the multidisciplinary mental health team, providing clinical pharmacy service and advice to health practitioners to deliver an effective medication service.
- Support the Community Mental Health Manager in managing clients under case management, and collaborate with the community health team to ensure the safe storage and prescribing of antipsychotic medications.
- Ensure that mental health patients are managed in the community through post-discharge follow-up
- Support the Community Mental Health Pharmacist in delivering care to in-patient and outpatient clients as and when required
- Contribute to ongoing consumer education by participating in case conferences for the community mental health team and clients

- Support the psychiatrist in reviewing high-risk community patients on different programs such as Prevention and Recovery Care (PARC), Women's Recovery Network (WREN) and Youth Prevention and Recovery Care (YPARC).
- Provide high-quality clinical pharmacy and operational support services at GV Health
- Participate in the pharmacy department's on-call roster and weekend work as required.
- Engaging in and supporting evidence-based clinical work and ensuring smooth patient transitions through GV Health by liaising with relevant staff and community agencies to ensure continuity of care for patients and their families.
- Regularly monitor and manage drug usage to provide a cost-effective service that includes reviewing stock discrepancies, expiry date checks, and PBS claims to maximise revenue growth where appropriate.
- Assist the unit in safe dispensing of inpatient, outpatient and discharge medications.
- Review all medication orders for legibility, legality, therapeutic appropriateness and safety and initiate modifications where necessary by contacting the prescriber.
- Maintain an accurate and up-to-date patient drug profile and monitor the patient's ongoing drug therapy and inform medical and nursing staff of all errors relating to prescribing and administration of medications, and complete an incident report as appropriate.
- Participate in the pharmacy's professional development program. Participate in the organisation, development and/or delivery of department education programs for pharmacy students, pre-registrants or pharmacy technicians.
- Assist the Director, Deputy Director of Pharmacy and Senior Pharmacists in clinical audits as well as in the development and review of policies and procedures for the pharmacy department and Mental Health Unit.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information and services to clinical areas.
- Participation in quality improvement audits and representing the discipline in relevant forums as required

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Demonstrate the ability to work across multiple mental health programs, provide support to managers, and effectively multitask.
- Demonstrate leadership in managing new projects from initiation to completion, achieving positive outcomes and strong team engagement
- Registered as a practising pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of two years' experience in clinical pharmacy service.
- Ability to participate in on-call, after hours, weekend and public holiday work as required.
- Demonstrated strong interpersonal skills, including communication, negotiation, team building, influencing, conflict resolution, and fostering a positive workplace culture.
- Well-developed knowledge of legislation and standards pertaining to the delivery of mental health services, including Mental Health and Wellbeing Act 2022, National Safety and Quality Health Standards (NSQHS) and Occupational Health and Safety Act 2004.

- Understanding of the Victoria's mental health and wellbeing system and reform context including the role of lived and living experience workforce in shaping service delivery, workforce strategy and system design.
- Understanding of the of the principles of clinical governance, quality improvement, clinical risk management and open disclosure
- Proven ability to manage complex workloads, lead quality improvement activities, apply effective problem-solving, and develop and implement new initiatives.
- Evidence of a commitment to continuing professional development.
- Satisfactory National History Criminal Check before the commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check before the commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration before the commencement of employment

Desirable:

- Postgraduate qualification in clinical pharmacy

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Registration is maintained and working within the scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;

- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Senior Clinical Pharmacist Mental Health & Wellbeing Services
Reviewed by:	Director Pharmacy
Issue Date:	August 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)