

Position Description

Position Title:	Operational Pharmacist
Reports to:	Deputy Director
Department:	Pharmacy
Directorate:	Clinical Support Services
Cost centre:	N0002
Code & classification:	Pharmacy Grade 2 (SX2-SX5)
Employment conditions:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021-2025 and its successors). 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

The Operational Pharmacist is responsible for coordinating and overseeing dispensary and distribution activities, ensuring medicines are supplied safely, accurately, and efficiently in compliance with legal, professional, and organisational standards.

Key responsibilities include managing dispensary operations, such as Medicare claims, medication distribution, and Controlled Drug processes, while supporting the implementation of pharmacy systems, workflow optimisation, and continuous quality improvement across medication management.

The role contributes to high-quality pharmaceutical care by optimising pharmacotherapy to ensure safe and effective patient outcomes across GV Health and its contracted sites.

Additionally, the Operational Pharmacist provides clinical and operational support to the Deputy Director of Pharmacy, fostering team development through mentoring, participation in education programs, and interprofessional training initiatives.

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 team, providing clinical pharmacy service and advice to health practitioners to deliver an effective medication service.
- Provide high-quality clinical pharmacy and operational support services on a rotational as and when required basis 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.
- Manage the dispensary services in ensuring timely and safe inpatient, outpatient, and discharge medication dispense.
- Review all medication orders for legibility, legality, therapeutic appropriateness, and safety and contact the prescriber to initiate modifications where necessary.
- Maintain an accurate and up-to-date patient dispensing profile, supervise pharmacy technician, provide drug information to clinicians, and complete an incident report as appropriate.
- Participate in the Pharmacy Department's professional development activities and support the organisation, development, and delivery of education programs for pharmacy students, interns, and pharmacy technicians.
- Assist the Director and Deputy Director of Pharmacy in clinical audits and develop and review pharmacy department policies and procedures.
- Provide the appropriate systems, information, and services to clinical areas to assist the organisation in achieving clinical effectiveness.
- Participate in quality improvement audits and represent the discipline in relevant forums as required.
- Provide support to pharmacy students, intern-pharmacist and Junior team members.
- Maintaining the pharmacist registration by actively planning for professional development and training required to support the role.

KEY SELECTION CRITERIA

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

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Registered pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) with at least two years' experience in clinical pharmacy service.
- Participate in on-call, driving to work other regional sites, after-hours, weekend and public holiday work as required.
- Demonstrate interpersonal skills, including communication, negotiation, team building, influencing, conflict resolution and building a positive workplace culture.
- Demonstrate skills and experience in managing a complex workload, quality improvement activity, problem-solving, and developing and implementing new initiatives.
- Evidence of a commitment to continuing professional development.

Desirable:

- Completed a Quality Improvement (QI) or Quality Use of Medicines (QUM) project.
- 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;
-

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.

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.

Directorate	Clinical Operations
Reviewed by:	Director Pharmacy
Issue Date:	February 2026

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](#)