

Position Description

| | |
|---|---|
| Position title | Clinical Trials Pharmacist |
| Department / Division | Pharmacy/Operations |
| Classification | Grade 2 Year 1 – Grade 2 Year 4 (SX2-SX5) |
| Position reports to | Senior Clinical Trials Pharmacist |
| 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) |

| |
|--|
| <p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p> |
|--|

| |
|---|
| <p>ROLE CONTEXT</p> <p>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 research and access to novel therapies.</p> |
|---|

| ROLE PURPOSE |
|--|
| <p>The Clinical Trials pharmacist is required to assist the responsible Grade 3 Pharmacist in the provision of clinical trial pharmacy services.</p> <p>The role requires support for clinical drug trials throughout the RCH and campus partners, with responsibility for the set-up, day to day management and closure of clinical drug trials.</p> <p>Participation in relevant committees and sub-committees is necessary. Review of standard operating procedures in line with RCH and legal requirements is also performed.</p> |
| KEY ACCOUNTABILITIES |
| <ul style="list-style-type: none"> • To provide high quality and efficient delivery of clinical trials pharmacy service • To 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 • Attendance of meetings with investigators, determining the logistics and feasibility of trials • Providing supervision of on-going trials conducted in specific areas of the department and hospital • Assist with set-up and maintenance of a pharmacy clinical trial documentation for each study • Supervision of receipt and shipping clinical trial material as required • Preparation of summary guidelines for trials and dispensing and manufacturing procedures • Participation in the hospital Adverse Drug Reaction Committee as required • Participate in clinical trials training • Assisting the EMR team, as subject matter experts, by reviewing and advising on aspects of clinical builds for clinical trials • Attend relevant lectures, conferences and meetings and participate in the broader clinical trials community • Maintenance of resources and facilities to meet legislative requirements, accreditation standards and other relevant guidelines • 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 • Participate in the weekend, public holiday and on-call rosters |
| QUALIFICATIONS AND EXPERIENCE |
| <p>Essential</p> <ul style="list-style-type: none"> • 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 <p>Desirable</p> <ul style="list-style-type: none"> • Significant and proven experience in hospital pharmacy and/or Clinical trials • Previous experience in the production of sterile and/or GMO medicines. • Postgraduate qualifications or undertaking a postgraduate course in a relevant discipline. |

KEY SELECTION CRITERIA

- Demonstrated ability to build and enhance internal and external partnerships/relationships
- Demonstrated ability to apply evidence-based principles to clinical practice
- Well-developed interpersonal and communication skills, particularly in dealing with young children and their families
- Time management and prioritizing skills
- A focus on clinical learning, teamwork, and patient care
- Eager to improve quality and outputs of the service
- A flexible and adaptable approach to functioning in a team environment that enhances the team's performance
- Ability to supervise, coach and mentor less experienced staff
- Recognition of the importance of research, and an ability to effectively combine those requirements with the demands of daily work 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

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

August 2023