



**Swan Hill  
District Health**



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Director of Pharmacy Full Time – Fixed Term 12 months**

A Fulltime position is available for an Director of Pharmacy to join our enthusiastic team of Health Professionals in the Pharmacy at Swan Hill District Health.

### **The Position**

An exciting leadership opportunity exists for an experienced and motivated Director of Pharmacy to lead and manage pharmacy services across Swan Hill District Health. Reporting to the Executive Director of Medical Services, you will provide strategic direction, operational leadership, and clinical governance to ensure safe, effective, and contemporary pharmacy services. You will play a key role in advancing medication safety initiatives, digital transformation, and multidisciplinary collaboration. Swan Hill District Health is a progressive rural health service delivering high-quality, patient-centered care to the Swan Hill region and surrounding communities. We are committed to innovation, safety, and excellence across all clinical services, with a strong focus on medication safety and digital health advancement.

### **You Bring**

- Registration as a Pharmacist with AHPRA with no restrictions
- Extensive hospital pharmacy experience, including leadership roles
- Demonstrated experience in medication safety and quality systems
- Strong leadership, communication, and stakeholder engagement skills
- Postgraduate qualifications in pharmacy, management, or health administration

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

Attract Connect Stay; moving for this job? At SHDH our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life. Because we want you to stay.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- A dynamic workplace
- Discounted Corporate gym memberships
- Salary Sacrifice/Packaging
- Professional Development opportunities
- Employee Assistance Program

**To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to [employment@shdh.org.au](mailto:employment@shdh.org.au). You will find the documents required on our website – Vacant positions**

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

**Applications close: Monday 30th March 2026**

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



<b>Position:</b>	<b>DIRECTOR OF PHARMACY</b>
<b>Classification:</b>	Director of Pharmacy Group 5
<b>Department:</b>	Pharmacy
<b>Reports to:</b>	Executive Director of Medical Service
<b>Position Summary:</b>	Provide clinical pharmacy services and pharmaceutical care to patients within Swan Hill District Health including acute inpatient and outpatient care. Maintain high standards of quality care and service, reliability, and safety, upholding and fulfilling the organisation's vision and values. This will occur within the principles of care coordination, where patients/clients have access to a highly coordinated health care and community support system. Provide senior clinical pharmacist role in oncology and haematology.
<b>Responsibilities:</b>	<p>Good communications will be maintained within Hospital Management, Director - Clinical Services, Nurse Managers, Department Heads, Staff Doctors and Visiting Medical Staff.</p> <p>Be aware of :</p> <ul style="list-style-type: none"> <li>• By-laws and general management policy of the hospital.</li> <li>• General financial policy.</li> <li>• Relationships between the hospital and such authorities as the Department of Human Services, Victoria.</li> </ul> <p><b>Departmental Administration</b></p> <ul style="list-style-type: none"> <li>• Generally supervise and administer the Pharmacy Department, aiming to provide an effective, optimal and efficient Pharmaceutical service.</li> <li>• Ensure that purchasing, storage, distribution and manufacture of pharmaceutical items within the department, is in accordance with the Australian Code of Good Manufacturing Practice, State Government Legal requirements, Health Purchasing Victoria, Victorian, and Codes of Practice of Professional bodies and Health Services permit.</li> <li>• Control financial affairs of the Department by supervising ordering, storage and distribution of supplies. Provide financial reports routinely to Department Heads and Finance Department.</li> <li>• Endeavour to fill all vacancies within the Department with persons of appropriate qualifications and qualities.</li> <li>• Ensure adequate supervision of support staff is provided.</li> <li>• Ensure appropriate orientation to new pharmacy staff.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Ensure that all staff are kept informed of departmental and hospital policies and procedures.</li> <li>• Ensure that a high standard is maintained by good communications, evaluation of performance through annual staff appraisal (My Work Plan) and encouragement of continued training and education.</li> <li>• Ensure all staff are instructed and kept proficient in safety and emergency procedures and other relevant precautions.</li> <li>• Report all accidents to the Occupational, Health and Safety unit.</li> <li>• Ensure regular staff meetings are held and minutes recorded.</li> <li>• Establish an orientation program for all new staff to include: <ul style="list-style-type: none"> <li>○ Orientation within the department and health service. All new staff to be introduced to the wards and departments around the health service, including administrative personnel.</li> </ul> </li> </ul>

- Provisions of a copy of:-
  - Staff Information Handbook
  - Job Specification
  - EBA if necessary
- Ensure staff are provided with a dated job description which is reviewed at least, every three years and in line with Policies and Protocols.

### **Committees**

- Medication Safety Committee  
The Director of Pharmacy is chair and shall arrange quarterly meetings of the committee.
- Clinical Services Meeting  
Director of Pharmacy or delegate shall attend.
- Infection Control Committee  
Director of Pharmacy or delegate shall attend.
- Extended Care Medication Management Committee  
Director or delegate shall attend.
- Emergency Department Committee  
The Director of Pharmacy or delegate shall attend.
- Aged Care Medication Management Committee  
Director of Pharmacy or delegate shall attend.
- Medication Safety Committee & IPC at Kerang District Health  
Director of Pharmacy or delegate shall attend.
- Regional Oncology Governance  
Director of Pharmacy or delegate shall attend.
- Clinical Case Presentations – Director of Pharmacy shall attend.

### **Equipment**

- Investigate requirements and make submission when new equipment is needed for Department.
- Ensure all equipment in Department is used correctly. Supervise and instruct staff when appropriate.
- Advise the engineer when new mechanical or electrical equipment arrives in Department, so that installation can be supervised and maintenance contracts determined.

### **Recording**

- Detailed records must be maintained for all aspects of the pharmacy services in accordance with legal and departmental requirements.

### **Delegation**

- All duties may be delegated as considered suitable.
- Plans, organises and directs pharmacy policies and procedures in accordance with the policies of the health service.
- Provides information concerning medications and drugs to medical, nursing, and other appropriate staff. This includes lectures for continuing education purposes and at clinical forums.
- Develops policies and protocols for use of medications where appropriate in liaison with other departments.
- Collates the daily workload figures and maintains statistics on drug expenditure, services provided and work load.
- Compounds and dispenses medicines according to prescriptions by medical practitioners and dentist authorised to prescribe within the health service.
- Performs the work of other pharmacy staff when necessary.
- Endeavors to provide a service which achieves a standard that satisfies the requirements of the Australian Hospital Standards Committee as detailed in “Pharmacy Services Standards”.

<b>Key Selection Criteria</b>	<p>Registration as a Pharmacist with AHPRA, with no conditions, limitations, or notations</p> <p>A minimum of 5 years' senior hospital pharmacy leadership experience</p> <p>Expertise in medication safety and governance committees, including formulary management</p> <p>Strong financial, operational and workforce leadership capability</p> <p>Highly developed communication and stakeholder engagement skills</p> <p>Excellent computer skills.</p> <p>Relevant postgraduate qualification – Clinical or Management</p> <p>Experience in the implementation and monitoring of clinical governance systems and compliance for Pharmacy Services.</p> <p>Excellent clinical skills, pharmaceutical knowledge, and attention to detail.</p> <p>Experience in hospital patient management and working in multidisciplinary teams.</p> <p>Desirable:</p> <p>Experience in Project Management</p> <p>Experience with CHARM and Automated Dispensing Cabinets</p>
<b>Salary/Award:</b>	<p>Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 – 2025</p> <p>TT20</p> <p>40 hours per week, scheduled as 20 eight hour days per four weeks, during the hours the pharmacy is open and at other times when necessary.</p>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Just Culture:</b>	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the</p>

	rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents, and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH OH&amp;S Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	March 2014, August 2018, January 2020
<b>Current:</b>	February 2026
<b>Managers Name:</b>	Dr Jerry Abraham Alex, Executive Director of Medical Services
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin?  No  Aboriginal  Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category?  Yes  No

Are you an Australian Citizen or Permanent Resident:  Yes  No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?  Yes  No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment?  Yes  No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585