

POSITION DESCRIPTION – Bayside Health

Date revised:	May 2026
Position:	Intern Pharmacist
Award / Agreement:	Medical Scientists, Pharmacists and Psychologists (Victorian Public Sector) EA 2021 - 2025
Classification Title	SQ1
Care Group/ Department / Unit:	Alfred Care Group Pharmacy Department
Primary Location(s)	Alfred Care Group Hospitals (Alfred Hospital, Caulfield Hospital, Sandringham Hospital, MSHC)
Accountable to:	Senior Pharmacist – Learning and Development
Number of direct reports:	Nil

About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

Care Groups

Bayside Health is organised into three care groups:

1. **Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
2. **Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.
3. **Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

Our Code of Conduct

- Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

About the Department and Clinical Pharmacy Service

The Pharmacy services operate across all Alfred Care Group sites and are well recognised nationally and internationally for high quality, innovative, patient-focused services, education and training programmes as well as significant research output.

Clinical pharmacy services are aligned with the Alfred Care Group clinical program structure. Clinical pharmacists are attached to medical units and work alongside medical, nursing and allied health teams to achieve the best medication outcomes for patients. This unit and team-based structure underpins the excellence in patient care of our clinical pharmacy services.

Further information is available at <https://www.alfredhealth.org.au/services/pharmacy-at-alfred-health>

Program Specific Information – Pharmacy Internship

The Alfred Care Group Pharmacy Department provides a comprehensive and modern intern training program at one of Australia's most renowned clinical pharmacy services. Intern Pharmacists complete a period of supervised practice (internship) and train in a department which is at the leading edge of pharmacy practice, side-by-side with some of Australia's most advanced clinical pharmacists.

Position Summary

The intern Pharmacist is responsible for fulfilling requirements as prescribed by the Pharmacy Board of Australia as well as the Alfred Care Group Pharmacy Department. The Intern Pharmacist will be expected to rotate through multiple pharmacy areas during the supervised practice period and contribute to optimal patient care through the provision of pharmacy services.

Further information is available at <http://www.pharmacyboard.gov.au/Registration/Internships.aspx>

Key duties and responsibilities

Clinical Practice and Service Provision – Under supervision

- The Intern Pharmacist is to work under the supervision of their supervising pharmacist (the preceptor or another supervising pharmacist who holds general registration) at all times during their internship.
- All clinical documentation is to be signed-off by the supervising pharmacist until registered as a pharmacist.
- Clinical and process issues are to be appropriately escalated to the supervising pharmacist or Senior Pharmacist – Learning and Development.
- Provide clinical pharmacy services to a Directorate or specific service as detailed in the Clinical Pharmacy Service Scope of Practice.
- Support other members of the organisation in prescription safety and medicines management.
- Regularly participate in multidisciplinary team meetings and/or ward rounds to review the pharmaceutical care of patients and advise on the choice and use of medication (including monitoring, safety, efficacy, and tolerability).
- Review and advise on the management of patients receiving complex pharmacological treatments.
- Provide educational meetings/training and awareness sessions for career and user groups on the best use of medicines within the organisation and where appropriate, other groups outside of the organisation.
- Provide education to patients and carers with the best use of their medicines, on an individual basis, to achieve informed consent and the most appropriate use of their medication.
- Undertake the answering of medicines information queries in response to patients, carers and all healthcare staff within the organisation.

Alfred Care Group Intern Training Program

- Complete an accredited Intern Training Program in parallel to their Alfred Care Group Intern Training Program.

- Attend general department orientation as well as clinical orientation to develop essential skills in basic clinical pharmacy processes.
- Rotate through and contribute to the provision of pharmacy services in clinical (core and elective), medicines information, and operational (dispensaries and aseptic preparations) areas.
- Ensure that an Intern Pharmacist Feedback form is completed as required in each rotation.
- Work with an allocated research mentor to contribute toward a research project and governance in a specified portfolio area.
- Work with an allocated supervisor to ensure adequate progression through the internship as well as registration exam preparation.
- Attend and contribute to the weekly Intern Tutorial Program.
- Participate in scheduled, simulated, practice registration exams.
- Take an active responsibility in learning and development (work-based and after-hours).
- Provide valuable feedback about the Alfred Care Group Intern Training Program.
- Assist with education of other staff as required (i.e., undergraduate experiential placement students, pharmacy technicians).

Quality Improvement – Under supervision

- Identify and introduce new practices and initiatives to enhance medication safety and effectiveness.
- Contribute to the strategic planning for pharmacy services, aligned with hospital priorities, emerging pharmaceutical trends, technological change, and patient care objectives.
- Identifying and developing pharmacy risk management processes.
- Support Alfred Care Group in controlling risks associated with medicines use.

Policies and Procedures – Under supervision

- Maintain implementation of current policies relating to pharmacy services
- Assist in the delivery of developmental plans specific to the pharmacy directorate in the departmental developmental and governance business plan.
- Ensure ongoing implementation and compliance with pharmacy and hospital procedures relating to their responsibilities including but not limited to Drug Formulary, Drug Guidelines and medication chart, prescription and activity documentation.
- To provide information and advice on drug usage and costs to medical and nursing staff within designated areas of practice, and Hospital wide where appropriate
- To provide accurate and timely information for management purposes to ensure that the systematic provision of services is achieved.

Research and Audit

- Development and contribution to a practice-based research program relevant to the pharmacy, Directorate or Service.
- Present advances in practice at appropriate pharmacy and medication forums.
- Critically appraise medical literature to enable the translation of research findings into practice.
- Support the dissemination of research by guiding projects through to publication in suitable peer reviewed journals

General

- Attend Pharmacy Department and allocated team meetings as required.
- Represent the Pharmacy Department when required to attend communication meetings outside and inside the Hospital.
- Participate in weekend and public holiday services according to department roster.
- Participate in the extended working hours' services according to departmental roster.

- Actively participate in the Bayside Health Performance Management Program.
- Maintain and document ongoing CPD at a level applicable to the post and in line with registration requirements.
- Practice within the Code of Ethics of Advanced Pharmacy Australia
- Attend and actively contribute to the pharmacy department meetings and educational forums.
- Ensure that the relevant legislative requirements, hospital guidelines and accreditation and professional standards are met.
- Practice as detailed in the various hospital policies and procedures.
- Participate in the pharmacy department and Bayside Health quality management programs.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

This post is one of continual development. The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the department's annual business objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

Key capabilities

Skills

- Ability to work as part of a team
- Ability to prioritise work
- Ability to work to deadlines
- Demonstrated knowledge in pharmacotherapeutics
- Ability to search and analyse medical and paramedical literature
- Advanced presentation and writing skills
- Ability to liaise with individuals from other departments including medical, nursing and administrative staff
- Ability to communicate in spoken and written English
- Proficient computer and digital literacy

Core attributes

- Leadership and commitment to clinical education
- Commitment to patient care
- Patient-centred approach
- Courtesy, reliability and thoroughness
- Professional integrity and accountability
- Motivated, enthusiastic and initiative
- Commitment to continuing education and professional development
- Attention to detail and accuracy

Quality, safety, risk and improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

Other requirements for all Bayside Health staff

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

- Completion of approved pharmacy degree as determined by the Pharmacy Board of Australia.
- Hold provisional registration with AHPRA and have both preceptor and supervised practice arrangements approved by the Pharmacy Board of Australia.
- Enrol in an Intern Training Program with an accredited provider.

Desirable

- Community pharmacy experience desirable
- Hospital pharmacy experience desirable
- Proven ability to work effectively in a team

Commitment to child safety

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by: Lead Pharmacist – Learning and Development

Date: May 2026