



**HSS Registered**

**Pharmacy Assistant**  
**Health Salaried Officers Agreement; Level G2**  
**Position Number: 112401**  
**Pharmacy / Medical Services**  
**Rockingham General Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Director Clinical Services  
 SMP Year 1 - 9  
 007358



Chief Pharmacist  
 HSO P3  
 Position Number 007013



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Pharmacists; HSO P2; 8 FTE
- Pharmacists; HSO P1; 4FTE

**Key Responsibilities**

Maintains a comprehensive and adequate stock of pharmaceuticals to wards and departments.  
 Maintains a drug Imprest system and assists with purchasing and stock control.

## Brief Summary of Duties (in order of importance)

### 1. Ward

- 1.1 Assists with the provision of a comprehensive and adequate stock of pharmaceuticals in wards and departments by maintaining an up-to-date Drug Imprest System.
- 1.2 Regularly checks ward/clinical area stock levels, to ascertain appropriate levels of items required to meet pre-determined quantities.
- 1.3 Replenishes stock in ward drug cupboards and drug refrigerators as required.
- 1.4 Periodically reviews Imprest stock sheets to monitor variations in demand for items held on Imprest.
- 1.5 Reviews stock lists in liaison with the Chief or Senior Pharmacist for possible additions or deletions.
- 1.6 Performs regular checks on expiry dating of all Pharmacy stock lines.

### 2. Pharmacy Responsibilities

- 2.1 Repacks stock for use in wards, pharmacy, and emergency after-hours service under the direct supervision of a Pharmacist.
- 2.2 Visits other entities within the Rockingham Peel Group to manage stock requirements.
- 2.3 Assists Pharmacists to dispense medications for patient use.
- 2.4 Assists the Chief Pharmacist to purchase pharmaceutical products from wholesalers and by direct purchase.
- 2.5 Receives, unpacks, checks and stores all pharmaceuticals (except schedule 8 drugs) according to hospital/pharmacy policies, the Poisons Act and any other applicable legislation.
- 2.6 Maintains computer records of pharmaceuticals received and issued including regular stock-takes.
- 2.7 Types reports and other correspondence for the Chief Pharmacist as required.
- 2.8 Collates end-of-month statistics.

### 3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience in maintaining pharmaceutical stock.
2. Demonstrated organisational and time management skills with the ability to organise workloads and meet deadlines whilst maintaining accuracy in a high volume work area.
3. Demonstrated effective communication (verbal and written) and interpersonal skills.
4. Ability to work unsupervised or in multi-disciplinary teams.
5. Demonstrated ability to use computer-based inventory programmes, spreadsheets and/or database packages.
6. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Completion of, or progression towards the Certificate of Laboratory Practice (Pharmacy) or equivalent.
2. Recent and relevant hospital Pharmacy experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... Manager / Supervisor Name	..... Signature or	..... HE Number	..... Date
..... Dept. / Division Head Name	..... Signature or	..... HE Number	..... Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name	..... Signature or	..... HE Number	..... Date
..... Effective Date			

HSS Registration Details (to be completed by HSS)

..... Created on	..... Last Updated on	07/10/2016
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