



Government of **Western Australia**
WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614003
Division:	South West	Title:	Pharmacy Technician
Branch:	Pharmacy	Classification:	HSO Level G-3
Section:	Bunbury	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager Bunbury Hospital
	Classification:	HSO Level G-11
	Position No:	612994



Responsible To	Title:	Regional Chief Pharmacist
	Classification:	HSO Level P-4
	Position No:	609838



This position	Title:	Pharmacy Technician
	Classification:	HSO Level G-3
	Position No:	614003



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Senior Regional Clinical Pharmacist
Regional Clinical Pharmacist
Pharmacy Technician
Pharmacy Assistant



Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Nil									
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Section 3 – KEY RESPONSIBILITIES

PRIME FUNCTION / KEY RESPONSIBILITIES:

Participates in drug distribution services, inventory control, dispensing, stores procedures, PBS claim processing and undertakes specific duties as required.

<p>WA Country Health Service South West</p> <p>06 January 2020</p> <p>REGISTERED</p>

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

WA Country Health Service
South West

06 January 2020

REGISTERED

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Maintains stock inventory of all pharmaceuticals and consumables, by supervising their requisitioning and receipt, maintaining proper rotation and expiry date monitoring, including the use of automated technology. Participates in organising the redistribution and salvage of pharmaceuticals.		
2.	Facilitates imprest stock of pharmaceuticals including S8 and S4R medications, in wards, theatres and departments by ensuring their proper ordering, distribution and rotation according to local policy; sets stock levels by liaising with the pharmacist and nursing or medical staff where relevant.		
3.	Ensures that prescriptions conform to legal and hospital requirements and that the prescription documentation requirements of PBS Reform are met. Performs calculations/balancing for correct dosing of medication. Prepares prescriptions and/or items for ward issue, including SAS, S4R and S8 drugs, up to the checking stage and maintains appropriate records according to local policy under the supervision and direction of a Pharmacist.		
4.	Assists in the generation and maintenance of PBS claims including the correction of rejected claim items, maintenance of back claims and generation of PBS claim reports.		
5.	Repacks bulk drugs into unit of issue under supervision and assists with preparation for production in accordance with the Code of Good Manufacturing Practice.		
6.	Prepares and dispenses pharmaceuticals including extemporaneous preparations and other products under the supervision and direction of a Pharmacist. Assists in the training of staff as required in techniques.		
7.	Participates in cashier duties relating to Outpatient Pharmacy as required.		
8.	Organises the postage of patient medication and assists in the generation of invoices for the supply of medication.		
9.	Undertakes stores responsibilities including generating purchase orders, liaising with vendors, processing accounts and other general stores procedures.		
10.	Supervises and / or trains pharmacy staff in section to which assigned and facilitates rostering for support staff.		
11.	Participates in quality assurance activities.		
12.	Contributes to the maintenance of pharmacy records including prescription management, production of reports and development/maintenance of standard operating procedures.		
13.	Accommodate rotational duties as a Pharmacy Technician within the Pharmacy Department and Satellite Pharmacy in the South West region at the direction of the Regional Chief Pharmacist.		
14.	Undertakes other duties as required by the Department, consistent with the duties of a pharmacy technician.		
	NOTE: Some or all of these duties will apply on a rotational basis.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated relevant pharmacy experience including experience in drug distribution, dispensing or manufacturing services and a working knowledge of PBS and its application in the community and hospital sectors.
2. Computer literacy and ability to use computer based inventory programs.
3. Well developed oral and written communication skills to effectively interact with clients of this position and other hospital staff.
4. Effective interpersonal, organisational and time management skills and ability to work flexibly and co-operatively in a team environment and independently with minimal supervision.
5. Current knowledge of Occupational Health and Safety and Risk Management, including safe handling of general loads and how it impacts on employment and service delivery.
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Completion of or progress towards Certificate III Medical Technicians and Assistants course or Certificate IV in Pharmacy or equivalent level qualification.
2. Previous experience with a computerised pharmacy system.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity Check. 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

