



HSS REGISTERED 2016

Pharmacy Technician
Health Salaried Officers Agreement: Level G3
Position Number: 112937
Pharmacy Department
Bentley Health Service / East Metropolitan Health Service

Reporting Relationships

Coordinator of Pharmacy
 HSO Level: P4
 Position Number: 110078



Supervisor Pharmacist
 HSO Level: P3
 Position Number: 110062



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

← Also reporting to this supervisor:

- Senior Pharmacist, HSO P2, 3.0FTE
- Pharmacist, HSO P1, 0.8FTE
- Pharmacy Technician, HSO G3, 1.0FTE
- Pharmacy Assistant, HSO G2, 2.0FTE

Key Responsibilities
 Participates in drug distribution services, inventory control, dispensing, stores procedures, Pharmaceutical Benefits Scheme (PBS) claim processing and undertakes specific duties as required.

Brief Summary of Duties (in order of importance)

1. Specific Duties

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 Repacks bulk drugs into unit of issue under supervision and assists with preparation for production in accordance with the Code of Good Manufacturing Practice.
- 1.6 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.
- 1.7 Participates in cashier duties relating to Outpatient Pharmacy as required.
- 1.8 Organises the postage of patient medication and assists in the generation of invoices for the supply of medication.
- 1.9 Undertakes stores responsibilities including generating purchase orders, liaising with vendors, processing accounts and other general stores procedures.
- 1.10 Supervises and / or trains pharmacy staff in section to which assigned and facilitates rostering for support staff.
- 1.11 Participates in quality assurance activities.
- 1.12 Undertakes other duties as required by the Department, consistent with the duties of a pharmacy technician.
- 1.13 NOTE: Some or all of these duties will apply on a rotational basis.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated relevant pharmacy experience including experience in drug distribution, dispensing or manufacturing services and a working knowledge of Pharmaceutical Benefits Scheme (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.

Desirable Selection Criteria

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.

Appointment Prerequisites

Appointment is subject to:

- 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.

Julia Hook		He56912	05/09/2016
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			

HCN Registration Details (to be completed by HSS)

Created on	5/09/2016	Last Updated on	5/09/2016 he108661
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