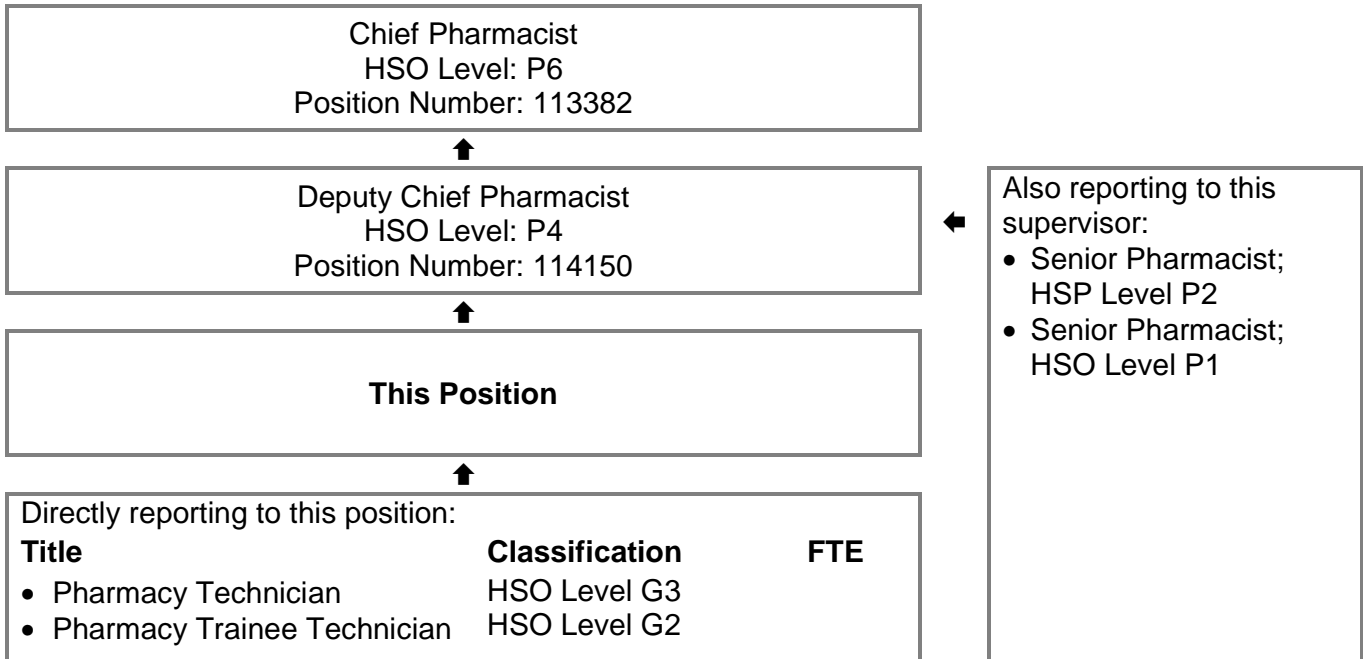




HSS Registered

Senior Pharmacy Technician – Compounding
Health Salaried Officers Agreement: HSO Level G4
Position Number: 114152
Pharmacy / Service 2
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities
 This position will coordinate the delivery of quality compounding services by technical staff. The senior technician will have a thorough understanding of the various compounding pharmacy services delivered and will ensure that there is a seamless integration between those services that relate to technical staff. Teaching, training, and competency development and managing the availability of staff will be a key aspect of this position.

Senior Pharmacy Technician – Compounding | HSO Level G4 | 114152

Brief Summary of Duties (in order of importance)

1. Operational management and responsibilities

- 1.1. Manage the inventory of pharmaceuticals and consumables in the compounding facility by participating in the order and receipt process, ensuring stock rotation and expiry date monitoring, and the redistribution and salvage of pharmaceuticals to areas of high use.
- 1.2. Manage the use of automated medicines management devices to more effectively manage pharmaceuticals in the pharmacy compounding facility.
- 1.3. Provide imprest services including controlled drugs (S8 and S4R) medications to wards and clinical areas.
- 1.4. Ensure that prescriptions conform to State legislative and site procedural requirements and the Commonwealth Pharmaceuticals Benefits Scheme (PBS) where applicable.
- 1.5. Prepare prescriptions and/or items for ward issue up to the checking stage.
- 1.6. Prepare and reconcile PBS claims.
- 1.7. Prepare repackaged drugs into smaller packs or unit dose in accordance with the Code of Good Manufacturing Practice.
- 1.8. Prepare aseptic and non-aseptic compounded pharmaceuticals including; extemporaneous preparations, parenteral nutrition, chemotherapy, and other aseptically prepared products.
- 1.9. Undertake cleaning and maintenance of specialised compounding equipment according to defined schedules.
- 1.10. Manage the recruitment and selection processes for new technical staff.
- 1.11. Manage the performance of technical staff within the designated area.
- 1.12. Provide administration support to the Supervisor Pharmacist (Compounding).
- 1.13. Manage daily rosters for technical staff.

2. Teaching, Training and Research

- 2.1. Participate in the education, training and assessment of trainee technicians.
- 2.2. Plan and undertake orientation and training of staff new to the compounding facility.
- 2.3. Plan and undertake the competency assessment of technical staff in the compounding facility.
- 2.4. Ensure that staff undertake scheduled mandatory and desirable training.
- 2.5. Participate in quality improvement, assurance and research initiatives to improve staff work practices and procedures that affect departmental management and outcomes.

3. Other

- 3.1. Maintain a strong and active focus towards quality of service to the various clients of the Pharmacy.
- 3.2. Assist with the formulation, dissemination, promotion, maintenance of policies and procedures within the section.

4. SMHS Governance, Safety and Quality Requirements

- 4.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 4.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision
- 4.3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

Senior Pharmacy Technician – Compounding | HSO Level G4 | 114152

4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Advanced and recent experience as a compounding Pharmacy Technician in a tertiary hospital.
2. Demonstrated understanding of, and experience with dispensing, compounding (aseptic and non-aseptic), pharmaceutical inventory control and imprest services within a hospital setting.
3. Demonstrate skills in computing and software packages.
4. Demonstrated oral and written communication skills to effectively interact with all levels of hospital staff.
5. Effective interpersonal, organisational and time management skills and ability to work flexibly and cooperatively in a team environment and independently with minimal supervision.
6. Effective management, organisational, supervisory and leadership skills towards deriving teamwork from personnel
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact 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.
2. Working experience of PBS and its application in the community and hospital sectors

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.

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Manager / Supervisor Name

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Signature or

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HE Number

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Date

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Dept. / Division Head Name

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Signature or

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HE Number

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Date

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

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Occupant Name

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Signature or

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HE Number

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Date

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Effective Date

HSS Registration Details (to be completed by HSS)

Created on

Last Updated on

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