



## HSS Registered

**Distribution Assistant**  
**Health Salaried Officers Agreement: Level G1/2**  
**Position Number: 603208**  
**Pharmacy Department / Service 4**  
**Royal Perth Hospital / East Metropolitan Health Service**

### Reporting Relationships

Deputy Chief Pharmacist  
HSO Level P4  
Position Number: 104130



Supervisor Pharmacist  
HSO Level P3  
Position Number: 105774



**This Position**



Directly reporting to this position:

NIL



Also reporting to this supervisor:

- Pharmacist, HSO P1, 4.0FTE
- Pharmacy Technicians, HSO G3 4.0FTE

### Key Responsibilities

Contributes to optimum patient care by assisting the Pharmacy Department with provision of a safe, timely and reliable distribution of medicines to wards and clinical areas according to pharmacy procedures and assists in other areas of the pharmacy as required.

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

### 1. General Duties performed under the direction of a Pharmacist

- 1.1 Delivers drug supplies to all wards and clinical areas from the dispensing areas following pharmacy procedures.
- 1.2 Assists in the management of the inventory of pharmaceuticals and consumables 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.
- 1.3 Assists with dispensing under supervision by reading prescriptions, accurately typing labels and assembling the medications for issue up to the checking stage. Deliver items as required.
- 1.4 Participates in quality assurance activities.
- 1.5 Undertakes other duties as required by the Department, consistent with the duties of a Pharmacy Assistant.

### 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. Previous pharmacy experience in a hospital or community setting.
2. Good organisational skills, including the ability to handle a variety of tasks.
3. Good written and oral communication skills and good interpersonal and customer service skills.
4. Demonstrated ability to work independently as well as part of a team.

### Desirable Selection Criteria

1. Proficiency in pharmacy-based information technology applications with demonstrated experience in the use of keyboards and personal computer software applications, including proficiency with 'Windows' based word processing, spread sheet and database software.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Current Knowledge of Occupational Health and Safety, including safe handling of general loads and how it impacts on 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.

<b>David McKnight</b>		<b>HE05298</b>	<b>17/3/18</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>July 2018</b>	<b>Last Updated on</b>	<b>August 2018</b>
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