



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Senior Pharmacy Technician

Health Salaried Officers Agreement: G-5

Position Number: 005653

Pharmacy Department / Medical Services

Sir Charles Gairdner Hospital / NMHS

Reporting Relationships

Head of Department Pharmacy
 HSO Level P-6
 Position Number: 801



Deputy Chief Pharmacist
 HSO Level P-4
 Position Number: 8172



This Position



Also reporting to this supervisor:

- Senior Pharmacist I/C P-3 4
- Stores Officer G-5 1
- Senior Technician G-5 1

Directly reporting to this position:

Title	Classification	FTE
Senior Pharmacy Technician	G-4	3
Purchasing Officer	G-4	1
Pharmacy Technician	G-3	13.9
Pharmacy Assistant	G-2	4

Prime Function / Key Responsibilities

Performs effective organisation and management of the technical staff of the department (pharmacy technicians and assistants), thereby providing optimum service to patients, by facilitating training, rostering and rotation. Provides administration, management and liaison duties with regard to all technical staff. Participates in quality assurance programs.

Brief Summary of Duties (in order of importance)

1. Operational management and responsibilities

- 1.1 Manages the technical staff by organising, coordinating and supervising their day to day activities in all areas of the Pharmacy Department.
- 1.2 Ensures the imprest service provides timely, effective and safe distribution of stock to wards, departments and clinics.
- 1.3 Reviews and updates imprest usage reports and liaises with Clinical Pharmacists to ensure the most cost efficient range of drugs per ward.
- 1.4 Provides support to Pharmacy Stores including direct supervision of stores staff, writing and updating supply protocols, ensuring consistent development of Imprest services, and undertaking other roles in response to excessive workload.

2. Human Resource Management

- 2.1 Responsible for the complete selection and recruitment process for all Technical Staff in permanent and contract positions.
- 2.2 Provides administration support to the Head of Department for technical information dissemination, performance management of technical staff and general liaison between department management and technical staff.
- 2.3 Prepares a daily roster and evening, weekend, and public holiday rosters for the technical staff.
- 2.4 Liaison with OSH department regarding departmental OSH issues, training and injury management.
- 2.5 Overseeing departmental mandatory educational requirements are tracked and coordinated.

3. Training and Research

- 3.1 Training: Monitors and ensures effective departmental training to technical staff. Where appropriate liaises with TAFE, SHPA and other Pharmacy Departments with respect to technical staff training.
- 3.2 Research: Coordinates research and development projects to continually review technical staff works practices and procedures that effect departmental management and outcomes

4. Other

- 4.1 Performs general technical staff functions in relevant areas of the department in response to insufficient capacity/excessive workload.
- 4.2 Maintain a strong and active focus towards quality of service to the various clients of the Pharmacy and best practice and contestability in all activities for which this position is responsible; and actively participates in continuous quality improvement initiatives.
- 4.3 Participates in Performance Management.
- 4.4 Undertakes other activities as requested by the Head of Department.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Recent, advanced and substantial experience as a Pharmacy Technician in a tertiary hospital.
2. Demonstrated ability to communicate, consult and negotiate within a complex team structure.
3. Advanced knowledge and skills in computing systems, especially those relevant to hospital pharmacy
4. Demonstrated ability to effectively lead, plan and coordinate pharmacy technicians and assistants including application of quality improvement principles and practices.
5. 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. Experience in using the iPharmacy inventory control and dispensing system.
2. Completion of or enrolment in the TAFE Certificate IV in Hospital/Health Services Pharmacy Support or equivalent.
3. Working experience of the Pharmaceutical Benefits Scheme and its application in the community and hospital sectors.
4. Demonstrated commitment towards continuing education in pharmacy practice.
5. Experience in teaching and training pharmacy staff, students and other health professionals.

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.

Manager/Supervisor

Dept./Division Head

Position Occupant

Name:

Signature/HE:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date: