



HSS Registered

Pharmacy Technician (Trainee)
Health Salaried Officers Agreement: Level G1/2
Position Number: 104146
Pharmacy Department / Service 4
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Deputy Chief Pharmacist
 HSO Level P4
 Position Numbers: TBA
 (Dispensing Services) (P4); Deputy Chief Pharmacist
 (Manufacturing) (P4); Deputy Chief Pharmacist (Clinical Services)
 (P4)



Senior Pharmacy Technician
 HSO Level G5
 Position Number: 104167



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		Nil



Also reporting to this supervisor:

- Pharmacy Technician G3 various position 19 FTE
- Pharmacy Assistants G2 various position 2 FTE
- G1/2 Pharmacy delivery assistant 1 FTE

Key Responsibilities

Assists in the dispensing of prescriptions, preparing aseptic and non-aseptic compounded pharmaceuticals, pharmacy inventory management, distribution and imprest services to clinical areas and related clerical and stores procedures. Trainee technicians are required to rotate through different functional areas of the pharmacy to perform the full range of duties.

Brief Summary of Duties (in order of importance)

1. Under the Direction of the Senior/Allocated Pharmacist:

- 1.1 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.
- 1.2 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.
- 1.3 Assists in all aspects of aseptic dispensing including compounding of cytotoxic and non-cytotoxic products.
- 1.4 Assists in providing imprest services including Controlled drugs (S8) and Restricted S4 (S4R) medications, to wards and clinical areas.
- 1.5 Assists in the preparation of repackaged drugs into smaller packs or unit dose in accordance with the Code of Good Manufacturing Practice.
- 1.6 Assists with cashier and prescription receipting duties in the outpatient pharmacy.
- 1.7 Assists with postage and invoicing of patient medication.
- 1.8 Assists in pharmacists by providing evidence to obtain an accurate medication history.
- 1.9 Participates in quality assurance activities.
- 1.10 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 the 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 inventory management, dispensing or manufacturing services.
2. Computer literacy and ability to use computer based inventory program.
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.

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. Sound Knowledge of generic drug and brand names.
3. A working knowledge of PBS and its application in hospitals and the community.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, a compulsory check for people who carry out child-related work in Western Australia.
- 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.

David McKnight		He05298	13th Feb 2019
_____ 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			

HSS Registration Details

Created on	07/12/2015	Last Updated on	February 2019
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