



North Metropolitan Health Service
Job Description Form

HSS Registered

Stores Officer
Health Salaried Officers Agreement: Level G5
Position Number: 000814
Pharmacy Department / Medical Services
Sir Charles Gairdner Hospital / NMHS

Reporting Relationships

Head of Department – Pharmacy
 Award Level: HSO P-6
 Position Number: 000801



Deputy Head of Department – Pharmacy
 Award Level: HSO P-4
 Position Number: 008172



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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Purchasing Officer</td> <td>G-4</td> <td>1</td> </tr> <tr> <td>Pharmacy Technicians</td> <td>G-3</td> <td>4</td> </tr> <tr> <td>Storepersons</td> <td>Level 7, HSW</td> <td>2</td> </tr> </tbody> </table>	Title	Classification	FTE	Purchasing Officer	G-4	1	Pharmacy Technicians	G-3	4	Storepersons	Level 7, HSW	2	Other positions under control <ul style="list-style-type: none"> •
Title	Classification	FTE											
Purchasing Officer	G-4	1											
Pharmacy Technicians	G-3	4											
Storepersons	Level 7, HSW	2											

Prime Function / Key Responsibilities

Secure efficient acquisition, delivery, receivable, inventory, issue and distribution of pharmacy stocks by supervising the activities of the Pharmacy Store, so as to provide efficient, timely and accurate service to the other sections of the Pharmacy Department, wards and departments throughout the Hospital, and external clients.

Brief Summary of Duties (in order of importance)

1. Operational Management

Supervises the day-to-day operation of the Pharmacy Store within standing policies and controls set by the Deputy Head of Department by:

- 1.1. Overseeing the procurement of pharmaceutical supplies, relationships with suppliers, and financial accountability for invoicing and credits.
- 1.2. Organising and providing stores service to the clients of the Pharmacy Store so as to provide optimum efficiency at the highest possible service levels.
- 1.3. Maintaining an accurate pharmaceutical supplies inventory ensuring expired or redundant stock is minimised and reported on.
- 1.4. Maintaining adequate security of the section within established policy, to minimise risk of assault on staff and/or forced entry, and or theft.
- 1.5. Implementing and maintaining orientation, training and competency assessments of all staff assigned to the area.
- 1.6. Maintaining the Pharmacy IT System to:
 - 1.6.1. Achieve service levels within acceptable departmental and industry standards;
 - 1.6.2. Maintain audit integrity of the database;
 - 1.6.3. Comply with relevant requirements of the Financial Administration and Audit Act and Supply Commission controls;
 - 1.6.4. Provide a Pharmacy Stores Catalogue reflecting the Formulary;
 - 1.6.5. Provide appropriate stock usage, financial and statistical reports that accurately reflect the activity of the store

2. Leadership

- 2.1 Maintains a strong and active focus towards quality of service to the various clients of the Pharmacy Store, and towards best practice and contestable standards in all activities for which this post is responsible.
- 2.2 Organising, motivating and training all staff assigned to the section and ensuring that all work performed is properly supervised.
- 2.3 Continually reviews stores layout and procedures to ensure efficient operation giving due regard to the requirements of the Occupational Health and Safety Act.

3. Communication and Consultation

- 3.1 Liaising with senior pharmacists on pharmaceutical supply issues, inventory amendments, imprest change requests and service performance.
- 3.2 Promote and participate in quality improvement activities and assists in the development of policy and procedures concerned with stores management and service delivery.

4. NMHS 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, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 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. Recent and advanced experience in pharmaceutical stores management.
2. Recent and advanced experience in stores control computing systems.
3. Demonstrable management, organisational, supervisory and leadership skills towards deriving effective teamwork from personnel.
4. Oral and written communication skills to effectively interact with all levels of hospital staff.
5. Knowledge and understanding of continuous quality improvement principles and their practical application.
6. 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. A detailed knowledge and experience in using the i.Pharmacy inventory control and dispensing system.
2. A relevant qualification in supply management or progress towards such a degree.

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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: