



HSS REGISTERED

Pharmacy Technician
Health Salaried Officers Agreement; HSO Level G3
Position Number: 000537
Pharmacy Department, Service 2
Fremantle Hospital and Health Service / South Metropolitan Health Service

Reporting Relationships

Deputy Chief Pharmacist
 HSO Level P4
 000523



Senior Pharmacy Technician
 HSO Level G5
 001066



This Position



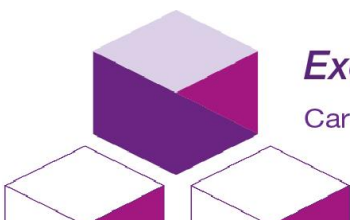
Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:
 • Pharmacy Technician,
 HSO G3, 7.0 FTE

Key Responsibilities

Undertakes duties to assist in the dispensing of prescriptions, pharmacy inventory management, distribution and imprest services to clinical areas. May also prepare PBS prescription claims and assist in the administration of clinical trials and unregistered drug programs. Pharmacy technicians may be required to rotate through different functional areas of the pharmacy to perform the full range of duties.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Operational Responsibilities (100%)

- 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 Provides imprest services including controlled drugs (S8 and S4R) medications to wards and clinical areas.
- 1.3 Ensures that prescriptions conform to State legislative and site procedural requirements and the Commonwealth Pharmaceutical Benefits Scheme where applicable.
- 1.4 Prepares prescriptions and/or items for ward issue up to the checking stage.
- 1.5 Assists in the coordination, generation and reconciliation of PBS claims.
- 1.6 Assists in the preparation of repackaged drugs into smaller packs or unit dose in accordance with the Code of Good Manufacturing Practice.
- 1.7 Undertakes cashier and prescription receipting duties in the outpatient pharmacy.
- 1.8 Organises the postage and invoicing of patient medication.

2. Other

- 2.1 Assists the senior technician to supervise and train the other technicians and the orientation and training of new staff.
- 2.2 Participates in quality improvement, assurance and research initiatives to improve staff work practices and procedures that affect departmental management and outcomes.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated relevant pharmacy experience including experience in drug distribution, dispensing and a working knowledge of PBS and its application in the community and hospital sectors.
2. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy.
3. Well-developed oral and written communication skills to effectively interact with patients and all levels of 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.
5. Current knowledge of Occupational Health and Safety and Risk Management, including safe handling of general loads and how it impacts 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 level qualification.
2. Experience using the iPharmacy inventory control and dispensing system.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

Taryn Fyfe		HE27463	12/11/2019
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 12/11/2019			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on January 2020
-------------------	-------------------------------------