



**HSS Registered**

## Pharmacy Technician

**Health Salaried Officers Agreement: Level G3**

**Position Number: 00006356, 00006658, 00007412, 00011825, 00011830**

**Pharmacy Department**

**King Edward Memorial Hospital**

### Reporting Relationships

Title: Chief Pharmacist Award Level: HSO P5 Position Number: 6657	Title: Senior Pharmacist Award Level: HSO P2 Position Number: Various
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Title: Senior Pharmacy Technician Award Level: HSO G4 Position Number: 6662	Title: Pharmacist Award Level: HSO P1 Position Number: 11824, 11829
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**This Position**



Also reporting to this supervisor:		
<b>Title</b>	<b>Classification</b>	<b>FTE</b>
Intern	HSO G2	2
Pharmacist		

Directly reporting to this position:  Nil	Other positions under control  Nil
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### Prime Function / Key Responsibilities

Participates in drug distribution services, inventory control, dispensing including aseptic procedures, stores procedures and undertakes specific duties as required, under the supervision of a Pharmacist.

## **Brief Summary of Duties**

1. Under the direction and supervision of a Pharmacist, maintain stock inventory of all pharmaceuticals and consumables, by supervising or processing their requisitioning and receipt, maintaining adequate rotation and expiry date monitoring, including the use of automated technology. Participates in organising the redistribution and salvage of pharmaceuticals.
2. Under the direction and supervision of a Pharmacist, facilitates imprest stock of pharmaceuticals including S8 and S4R medications, in wards, theatres and departments by ensuring their adequate ordering, distribution and rotation; sets stock levels by liaising with the pharmacist and nursing or medical staff where relevant.
3. Under the direction and supervision of a Pharmacist, ensure that prescriptions conform to legal and hospital requirements. Performs calculations/balancing for correct dosing of medication. Prepares prescriptions and/or items for ward issue, including SAS, S4R and S8 drugs, up to the checking stage and maintains appropriate records according to local policy.
4. Under the direction and supervision of a Pharmacist, repack bulk drugs into unit of issue under supervision and assists with preparation for production in accordance with the Code of Good Manufacturing Practice.
5. Under the direction and supervision of a Pharmacist, maintain stock of pharmaceuticals, containers, labels and equipment.
6. Under the direction and supervision of a Pharmacist, participate in ordering and stock control procedures
7. Under the direction and supervision of a Pharmacist, prepare pharmaceuticals including; extemporaneous preparations, and other aseptically dispensed products including cleaning of specialised equipment. Assists in the training of staff as required in aseptic techniques.
8. Under the direction and supervision of a Pharmacist, prepares batches and pre-packed pharmaceutical items.
9. Under the direction and supervision of a Pharmacist, assists with supervising and / or training of pharmacy staff in sections to which assigned and facilitates rostering for support staff.
10. Participates in quality assurance activities.
11. Undertakes other duties as required by the Department, consistent with the duties of a pharmacy technician.
12. Under the direction and supervision of a Pharmacist, assists in the coordination, generation and reconciliation of PBS claims.
13. Contribute to maintenance of the pharmacy dispensing software including prescription management, production of reports and development/maintenance of Standard Operating Procedures.
14. Accommodates rotating rosters across all sections, incorporating various practices specific to each location. Participate in performance management. Participate in quality activities.
15. Undertake other duties as directed

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### **NMHS Governance, Safety and Quality Requirements**

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

- Aligns operational activities to the organisation's objectives.
- Manages the team to ensure safe delivery of health services in line with agreed ABF/ABM parameters, and ensures variations are appropriately managed.
- Guides, coaches and develops staff through clear performance standards, delivering constructive, feedback and dealing promptly with unsatisfactory performance.
- Achieves results through identifying opportunities for continuous improvement, maintaining awareness of best practice, and a personal commitment to quality outcomes
- Builds productive relationships through cooperation and partnerships and to achieve an outcome that delivers benefits for both parties
- Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty
- Ensures clinical documentation and information is correctly collected in the required information systems.

**Undertakes other duties as directed.**

### **Work Related Requirements**

#### **Essential Selection Criteria**

1. Demonstrated relevant hospital pharmacy experience including experience in drug distribution, dispensing or manufacturing services.
2. Computer literacy and ability to use computer based inventory programs.
3. Demonstrated oral and written communication skills to effectively interact with clients of this position and other hospital staff.
4. Demonstrated interpersonal, organisational and time management skills and ability to work flexibly and co-operatively in a team environment and independently with minimal supervision.
5. Ability to follow Standard Operating Procedures and/or PICS/TGA standards in the conduct of pharmacy services.

#### **Desirable Selection Criteria**

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1. Completion of or progress towards Certificate III Medical Technicians and Assistants course or Certificate IV in Pharmacy or equivalent.
2. Previous experience with a computerised pharmacy system, Microsoft Office® or other relevant computer program experience.
3. Working knowledge of aseptic procedures.
4. Ability to supervise and train others.
5. Current knowledge and commitment to Equal Opportunity in all aspects of 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.

#### Manager/Supervisor

Name: Nabeelah Mukadam  
Signature/HE: 37468  
Date: 30/04/2020

#### Dept./Division Head

Name: Michael Petrovski  
Signature/HE: he32615  
Date: 30/04/2020

#### Position Occupant

Name:  
Signature/HE:  
Date: