



HSS Registered September 2021

Stores Officer
Health Salaried Officers Agreement: HSO Level G4
Position Number: 000541
Pharmacy Department, Service 2
Fremantle Hospital and Health Service / South Metropolitan Health Service

Reporting Relationships

Service Director
 HSO Level G14
 Position Number: 113260



Head of Department Pharmacy
 HSO Level P4
 Position Number: 000523



This Position



Directly reporting to this position:

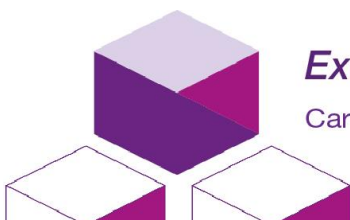
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Pharmacist (Clinical), HSO Level P3
- Senior Technician, HSO Level G4

Key Responsibilities

Ensure the acquisition, receipt, inventory control, issue and distribution of pharmaceuticals, to provide efficient and accurate service to internal sections of the Pharmacy Department, to clinical areas throughout the Hospital, and to external customers, in compliance with Statutory and regulatory requirements.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Supervision - Main Pharmacy Stores

- 1.1 Supervises the day-to-day operation of the Main Pharmacy Stores within standing policies and controls set by the Deputy Chief Pharmacist.
- 1.2 Oversees the procurement of pharmaceutical supplies, relationships with suppliers, and financial accountability for invoicing and credits.
- 1.3 Maintains an accurate pharmaceutical supplies inventory ensuring expired or redundant stock is minimised and reported on.
- 1.4 Implements and maintains orientation and training of all staff assigned to the area.
- 1.5 Liaises with senior pharmacists on pharmaceutical supply issues, inventory amendments, imprest change requests and service performance.
- 1.6 Maintains adequate security of the section within established policy, to minimise risk of assault on staff and/or forced entry, and of theft.
- 1.7 Participates in afterhours/ weekend roster as required under the direction of the Deputy Chief Pharmacist.

2. Maintenance - Pharmacy Management Application

- 2.1 Audits integrity of the database.
- 2.2 Ensures compliance with relevant requirements of the Financial Administration and Audit Act and State Supply Commission controls.
- 2.3 Ensures an accurate Pharmacy Stores Catalogue reflecting the Formulary.
- 2.4 Undertakes regular reporting on key performance measures of activity and financials.
- 2.5 Promotes and participates in quality improvement activities and assists in the development of policy and procedures concerned with stores management and service delivery.
- 2.6 Reviews stores layout and procedures continually to ensure efficient operation giving due regard to the requirements of the Occupational Safety and Health legislation.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 3.2 Participates in the maintenance of a safe work environment.
- 3.3 Participates in an annual performance development review.
- 3.4 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Demonstrated experience in pharmaceutical stores management.
2. Demonstrated experience in stores control computing systems.
3. Demonstrated ability to work independently plus well-developed organisational and time management skills.
4. Good interpersonal and communication (verbal and written) skills to effectively interact with all levels of hospital staff.

Desirable Selection Criteria

1. Relevant qualification in supply management or progress towards such a degree.
2. Detailed knowledge and experience in using the i.Pharmacy 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	Signature	or	HE27463	15/05/2020
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	15/05/2020			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	September 2021
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