



HSS Registered

Pharmacy Technician
Health Salaried Officers Agreement: HSO Level G3
Position Number: 113713
Pharmacy Department / Service 2
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Chief Pharmacist
 HSO Level P6
 Position Number: 113382



Deputy Chief Pharmacist (Operations)
 HSO Level P4
 Position Number: 114150



This Position



Directly reporting to this position		
Title	Classification	FTE

← Also reporting to this supervisor:

- Supervisor Pharmacist (Dispensing)
- Supervisor Pharmacist (Compounding)
- Senior Pharmacist (Investigational Drugs)
- Pharmacy Stores Supervisor
- Senior Pharmacist (Staff Development)
- Pharmacist P1

Key Responsibilities

Undertakes duties to assist in the dispensing of prescriptions, preparing aseptic and non-aseptic compounded pharmaceuticals, 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

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. Operational Responsibilities

- 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 May be required to use automated medicines management devices to more effectively manage pharmaceuticals in the pharmacy or in clinical areas.
- 1.3 Provide imprest services including controlled drugs (S8 and S4R) medications to wards and clinical areas.
- 1.4 Ensure that prescriptions conform to State legislative and site procedural requirements and the Commonwealth Pharmaceutical Benefits Scheme where applicable.
- 1.5 Prepare prescriptions and/or items up to the checking stage.
- 1.6 Assist in the coordination, generation and reconciliation of PBS claims.
- 1.7 Assist in the preparation of repackaged drugs into smaller packs or unit dose in accordance with the Code of Good Manufacturing Practice.
- 1.8 Prepare aseptic and non-aseptic compounded pharmaceuticals including; extemporaneous preparations, parenteral nutrition, chemotherapy and other aseptically prepared products.
- 1.9 Assists in the cleaning and maintenance of specialised compounding equipment according to defined schedules.
- 1.10 Undertake front of house duties in the outpatient pharmacy.
- 1.11 Organise the postage and invoicing of patient medication.

2. Other

- 2.1 Assist the senior technician to supervise and train the trainee technicians and the orientation and training of new staff.
- 2.2 Participate in quality improvement, assurance and research initiatives to improve staff work practices and procedures that affect departmental management and outcomes.
- 2.3 Undertakes rostered shifts and rotations in the Department/Unit at the direction of the Chief Pharmacist/Deputy Chief Pharmacist including participation on the after-hours / weekend / public holiday roster if required.

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 relevant pharmacy experience including experience in drug distribution, dispensing and/ or manufacturing services 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 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. Completion of or progress towards Certificate IV in Hospital-Health Service Pharmacy Support or equivalent.
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:

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

_____ 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 (to be completed by HSS)

Created on	June 2020	Last Updated on	October 2021
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