



**HSS REGISTERED**

**Pharmacy Assistant**  
**Health Salaried Officers Agreement: HSO Level G2**  
**Position Number: 112401**  
**Pharmacy Department / Clinical Services**  
**Rockingham Peel Group / South Metropolitan Health Service**

**Reporting Relationships**

Director, Clinical Services  
 Award Level: MP Year 1-9  
 Position Number: 115416



Head of Department - Pharmacy  
 Award Level: HSO Level P4  
 Position Number: 115455



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• N/A		

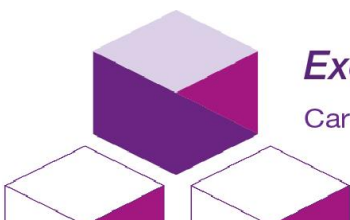
← Also reporting to this supervisor:

- Supervisor Pharmacist, HSO Level P3 x 1FTE
- Senior Pharmacists, HSO Level P2 x 10 FTE
- Pharmacists, HSO Level P1 x 4FTE
- Purchasing Officer, HSO Level G3 x 1FTE
- Pharmacy Assistant, HSO Level G2 x 4.5 FTE

**Key Responsibilities**

Participates in distribution and imprest services, pharmacy inventory control, dispensing, stores procedures, Pharmaceutical Benefits Scheme claim processing, related clerical procedures and undertakes specific duties as required.

Pharmacy assistants 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. Ward Responsibilities (20%)

- 1.1 Assists with the provision of a comprehensive and adequate stock of pharmaceuticals in wards and departments by maintaining an up-to-date Drug Imprest System.
- 1.2 Regularly checks ward/clinical area stock levels, to ascertain appropriate levels of items required to meet pre-determined quantities.
- 1.3 Replenishes stock in ward drug cupboards and drug refrigerators as required.
- 1.4 Periodically reviews Imprest stock sheets to monitor variations in demand for items held on Imprest.
- 1.5 Reviews stock lists in liaison with the Head of Department (HoD) or Senior Pharmacist for possible additions or deletions.
- 1.6 Performs regular checks on expiry dating of all Pharmacy stock lines.

### 2. Pharmacy Responsibilities (65%)

- 2.1 Repacks stock for use in wards, pharmacy, and emergency after-hours service under the direct supervision of a Pharmacist.
- 2.2 Visits other entities within the Rockingham Peel Group to manage stock requirements.
- 2.3 Assists Pharmacists to dispense medications for patient use.
- 2.4 Assists the HoD or Senior Pharmacist to purchase pharmaceutical products from wholesalers and by direct purchase.
- 2.5 Receives, unpacks, checks and stores all pharmaceuticals (except schedule 8 drugs) according to hospital/pharmacy policies, the Poisons Act and any other applicable legislation.
- 2.6 Maintains computer records of pharmaceuticals received and issued including regular stock-takes and counts of medications as required (including restricted Schedule 4 medications).
- 2.7 Types reports and other correspondence for the HoD as required.
- 2.8 Collates end-of-month statistics.

### 3. SMHS Governance, Safety and Quality Requirements (10%)

- 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 (5%)

**Work Related Requirements**

**Essential Selection Criteria**

1. Demonstrated experience in maintaining pharmaceutical stock.
2. Demonstrated organisational and time management skills with the ability to organise workloads and meet deadlines whilst maintaining accuracy in a high volume work area.
3. Demonstrated effective communication (verbal and written) and interpersonal skills.
4. Ability to work unsupervised or in multi-disciplinary teams.
5. Demonstrated ability to use computer-based inventory programmes, spreadsheets and/or database packages.
6. Current “C” or “C.A.” class driver’s licence.

**Desirable Selection Criteria**

1. Completion of or progression towards the Certificate of Laboratory Practice (Pharmacy) or equivalent.
2. Recent and relevant hospital Pharmacy experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Appointment Prerequisites**

Appointment is subject to:

- Evidence of current “C” or “C.A.” class drivers licence.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
<b>Jackie KHO</b>			
<b>Manager / Supervisor Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>
_____	_____		_____
<b>Dept. / Division Head Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>
_____	_____		_____
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>
<b>Effective Date</b>	_____		_____
_____			_____
<b>HSS Registration Details (to be completed by HSS)</b>			
<b>Created on</b>	<b>Last Updated on</b>	<b>October 2020</b>	
_____	_____	_____	