



HCN to enter JDF registration details here

Pharmacy Assistant

Health Salaried Officer Agreement: Level G2

Position Number: 601205, 601206, 601208, 601682

Pharmacy

Mental Health Public Health Dental Services

Reporting Relationships

Chief Pharmacist
HSO Level P5
Position Number: 601197



Deputy Chief Pharmacist
HSO Level P3
Position Number: 601200



This Position



Also reporting to this supervisor:

- Pharmacist

Directly reporting to this position:

Title	Classification	FTE
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Other positions under control

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Prime Function / Key Responsibilities

Assists with the ordering, distribution and dispensing of medicines, drug packaging and related clerical and stores procedures.

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Brief Summary of Duties (in order of importance)

1. General

- 1.1 Assist with dispensing under supervision by reading prescriptions, accurately typing labels and assembling the medications for issue up to the checking stage. Deliver items as required.
- 1.2 Maintain stock levels in forward dispensing areas by requisitioning and obtaining stock from store.
- 1.3 Assist in the ordering and supply of imprest stock of pharmaceuticals for wards, theatres and departments according to pharmacy procedures. Liaise with the pharmacist with respect to stock levels of drugs and participate in the redistribution and salvage of pharmaceuticals under supervision.
- 1.4 Ensure proper storage and stock rotation by expiry date checking in accordance with local systems and procedures.
- 1.5 Repack bulk drugs into unit of issue under supervision and assist with preparation for production in accordance with the Code of Good Manufacturing Practice.
- 1.6 Pack, consign and dispatch pharmaceutical items as required.
- 1.7 Enters prescription information into dispensing system in accordance with PBS reform principles under supervision. Assist with PBS reform processes.
- 1.8 Assist in the activities of the pharmacy store under supervision.
- 1.9 Assist in both outpatient and inpatient pharmacy, receiving prescriptions and requisitions according to local procedures.
- 1.10 Participate in quality assurance activities.
- 1.11 Undertake other duties as required by the Department, consistent with the duties of a pharmacy assistant.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

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Work Related Requirements

Essential Selection Criteria

1. Previous experience in community or hospital pharmacy.
2. Good organisational skills, including the ability to handle a variety of tasks.
3. Demonstrated computer literacy.
4. Good written and oral communication skills and good interpersonal and customer service skills.
5. Demonstrated ability to work independently as well as part of a team.
6. Current knowledge of Occupational Health and Safety, including safe handling of general loads and how it impacts on employment and service delivery.

Desirable Selection Criteria

1. Possession of, or preparedness to undertake the training necessary to gain, Certificate III in Hospital/Health Services Pharmacy Support
2. Sound knowledge of generic drug and brand names.
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.

Manager/Supervisor

Dept./Division Head

Position Occupant

Name:

Name:

Name:

Signature/HE:

Signature:

Signature:

Date:

Date:

Date: