



HSS Registered

Pharmacy Technician (Trainee)

Health Salaried Officers Agreement: Level G1/2

Position Number: 104146

Pharmacy Department / Service 4

Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Deputy Chief Pharmacist
HSO Level P4
Position Numbers: 104130 (Dispensing Services);
104128 (Manufacturing & Procurement);
104137 (Clinical Services)



Senior Pharmacy Technician
HSO Level G5
Position Number: 104167



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		Nil



Also reporting to this supervisor:

- Pharmacy Technician, G3, 19 FTE
- Pharmacy Assistant, G2, 2 FTE
- Pharmacy Delivery Assistant, G1/2, 1 FTE

Key Responsibilities

Assists in the dispensing of prescriptions, preparing aseptic and non-aseptic compounded pharmaceuticals, pharmacy inventory management, distribution and imprest services to clinical areas and related clerical and stores procedures. Trainee technicians are required to rotate through different functional areas of the pharmacy to perform the full range of duties.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.
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Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Under the Direction of the Senior/Allocated Pharmacist:

- 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 Assists 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.
- 1.3 Assists in all aspects of aseptic dispensing including compounding of cytotoxic and non-cytotoxic products.
- 1.4 Assists in providing imprest services, including Controlled drugs (S8) and Restricted S4 (S4R) medications, to wards and clinical areas.
- 1.5 Assists in the preparation of repackaged drugs into smaller packs or unit dose in accordance with the Code of Good Manufacturing Practice.
- 1.6 Assists with cashier and prescription receipting duties in the outpatient pharmacy.
- 1.7 Assists with postage and invoicing of patient medication.
- 1.8 Assists pharmacists by providing evidence to obtain an accurate medication history.
- 1.9 Participates in quality assurance activities.
- 1.10 Undertakes other duties as required by the Department, consistent with the duties of a pharmacy assistant.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Actively participates in the Peak Performance program.
- 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 the role.
- 2.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated relevant pharmacy experience including experience in drug inventory management, dispensing or manufacturing services.
2. Computer literacy and ability to use computer based inventory program.
3. Well-developed oral and written communication skills to effectively interact with clients of this position and other 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.

Desirable Selection Criteria

1. Completion of or progress towards Certificate III Medical Technicians and Assistants course or Certificate IV in Pharmacy or equivalent level qualification.
2. Sound Knowledge of generic drug and brand names.
3. A working knowledge of PBS and its application in hospitals and the community.
4. 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, a 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

Created on _____	Last Updated on _____	July 2020
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