



**HSS Registered**

**Pharmacy Assistant**  
**Health Salaried Officers Agreement: Level G2**  
**Position Number: 104155**  
**Pharmacy Department /Clinical Services Division**  
**Royal Perth Hospital**

**Reporting Relationships**

Chief Pharmacist  
Level P6  
Position :104127



Senior Pharmacy Technician  
Level G5  
Position: 104167



**This Position**



Directly reporting to this position:  
**Nil**

Also reporting to this supervisor:  
  
Pharmacy Technician  
Level G3  
Pharmacy Assistant  
Level G2



**Key Responsibilities**  
Assists with the ordering, distribution and dispensing of medicine, drug packaging and related clerical and stores procedures.

## EMHS Vision and Values

### Our Vision

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

**Healthy people** refers to the commitment we have as an organization 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.



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)

### Pharmacy Assistants undertake duties as rostered, in the following areas:

Central Dispensary; Outpatient Dispensary; Ward Imprest Service, Pharmacy Store; Manufacturing (packaging area).

### Rostered Duties include:

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.
2. Maintain stock levels in forward dispensing areas by requisitioning and obtaining stock from store.
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.
4. Ensure proper storage and stock rotation by expiry date checking in accordance with local systems and procedures.
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.
6. Pack consign and dispatch pharmaceutical items as required.
7. Enters prescription information into dispensing system in accordance with PBS reform principles under supervision. Assist with PBS reform processes.
8. Assist in the activities of the pharmacy store under supervision.
9. Assist in both outpatient and inpatient pharmacy, receiving prescriptions and requisitions according to local procedures.
10. Participate in quality assurance activities.
11. Undertake other duties as required by the Department, consistent with the duties of a pharmacy assistant.

NOTE: Position may undertake some or all of these duties depending on location and specific requirements.

### EMHS Duties

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- Participates in a continuous process to monitor, evaluate and develop services and performance.
- Undertakes other duties as directed.

## 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 Criteria**

1. Possession of, or willingness 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:

- Completion of 100 Point Identification Check.
- 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	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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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			

**HCN Registration Details** (to be completed by HSS)

Created on	Last Updated on 14/04/2022
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