



Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity



Position Title

Position number:

Pharmacy Assistant

Various

Division Description

The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area. WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital, and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, cancer services, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing. Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Pharmacy Assistant	Position Number: Various	Classification: HSO Level G2
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Directorate overview

WACHS Pharmacy Services is comprised of a diverse workforce who support the planning, delivery and evaluation of medicines management across country WA. The workforce is a combination of WACHS-wide and regional specific roles. Led by the Chief Pharmacist and the seven Regional Chief Pharmacists, WACHS Pharmacy Services is committed to excellence in medicines management across regional Western Australia. Our vision is to ensure that our patients receive the same high level and safe care as their metropolitan counterparts and is to be world leaders in the provision of regional and remote medicines management.

WACHS is committed to partnering with communities, utilising innovative technology and a skilled workforce to bring excellent pharmacy services close to home for country people. Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people.

Our strategies are located at www.wacountry.health.wa.gov.au

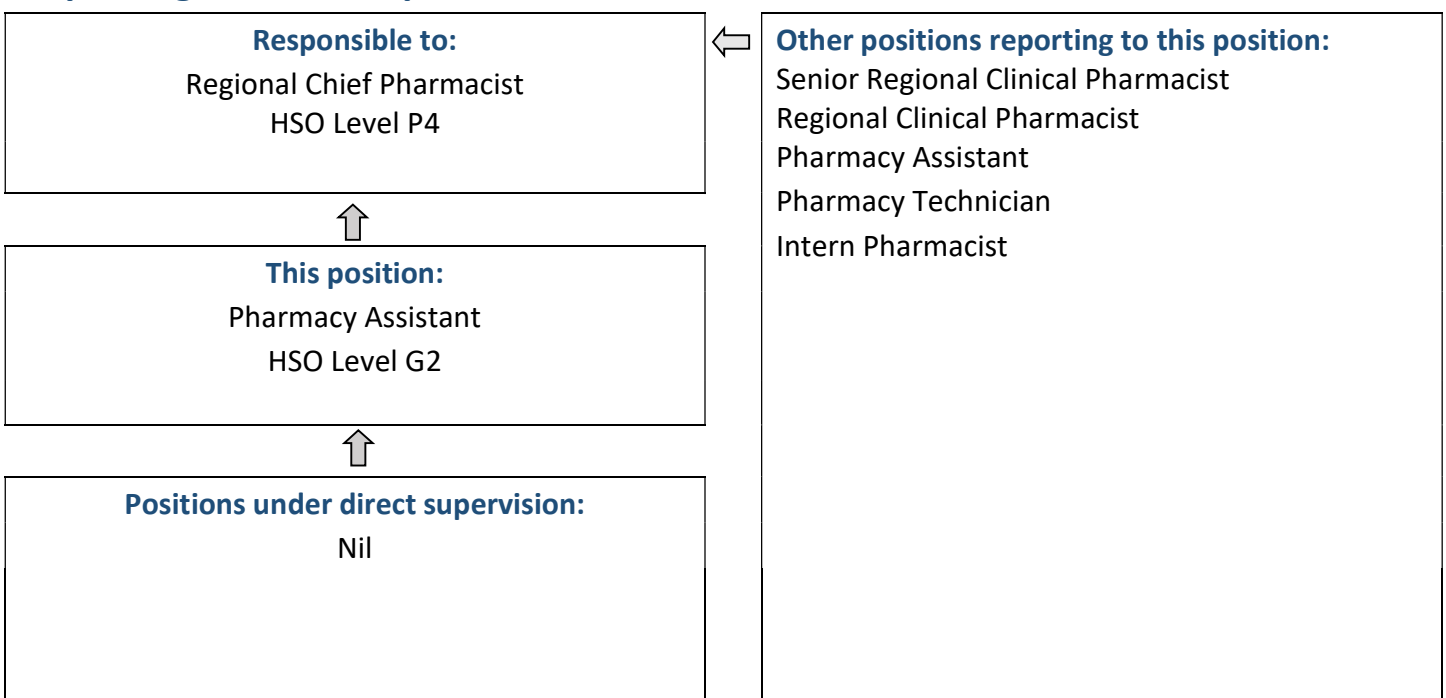
Position Details

Position Number:	Various	Registration Date:	21 March 2023
Classification:	HSO Level G2	Location:	WACHS Regions
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Pharmacy Services		

Position Overview

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

Reporting Relationships



Key Duties/Responsibilities

1. GENERAL DUTIES

- 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. Operates pharmaceutical supply system, both imprest and non imprest stock, to service point within region as per WACHS, regional and hospital policies and procedures
- 1.8. Enters prescription information into dispensing system in accordance with Pharmaceutical Benefits Scheme (PBS) reform principles under supervision. Assist with PBS reform processes.
- 1.9. Assist in the activities of the pharmacy store under supervision.
- 1.10. Assists in ordering pharmaceutical stock. Receives incoming pharmaceutical stock and attends to all associated clerical duties including confirmation of receipted goods against delivery documentation and purchase orders, receipt into iPharmacy and placing of stock into storage (ensuring correct stock rotation in relation to expiry dates). Monitors status of back orders and processes supplier credits.
- 1.11. Assist in both outpatient and inpatient pharmacy, receiving prescriptions and requisitions according to local procedures.
- 1.12. Participate in quality assurance activities.
- 1.13. Assists in the maintenance of pharmacy records.

2. OTHER

- 2.1. Undertake other duties as required by the Department, consistent with the duties of a pharmacy assistant.
- 2.2. Position may undertake some or all of these duties depending on location and specific requirements. Duties may apply on a rotational basis.
- 2.3. Undertake rostered shifts and rotations in the Department/Unit at the direction of the Regional Chief Pharmacist including participation in the after-hours/weekend/public holiday roster as required.
- 2.4. Receive, where appropriate, training to fulfil pharmacy technician responsibilities and duties.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Good organisational skills, including the ability to handle a variety of tasks.
2. Demonstrated computer literacy.
3. Good written and oral communication skills and good interpersonal and customer service skills.
4. Demonstrated ability to work independently as well as part of a team.
5. Eligible for / or in possession of a current C or C-A Class drivers licence.
6. Physically able to assist with the movement of stocks and has current knowledge of Occupational Health and Safety, including safe handling of general loads and how it impacts on employment and service delivery.

Desirable

1. Previous experience in community or hospital pharmacy.
2. Possession of, or preparedness to undertake the training necessary to gain, Certificate III in Hospital/Health Services Pharmacy Support.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Eligible for / or in possession of a current C or C-A Class drivers licence

WA Country Health Service –
Central Office

21 March 2023

REGISTERED

