



# Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity



Position Title

Position number: Various

## Pharmacy Technician

### WA Country Health Service 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 Vision

To be a global leader in rural and remote healthcare.

#### 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 Mission

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

Position Title: Pharmacy Technician	Position Number: Various	Classification: HSO G3
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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](http://www.wacountry.health.wa.gov.au)

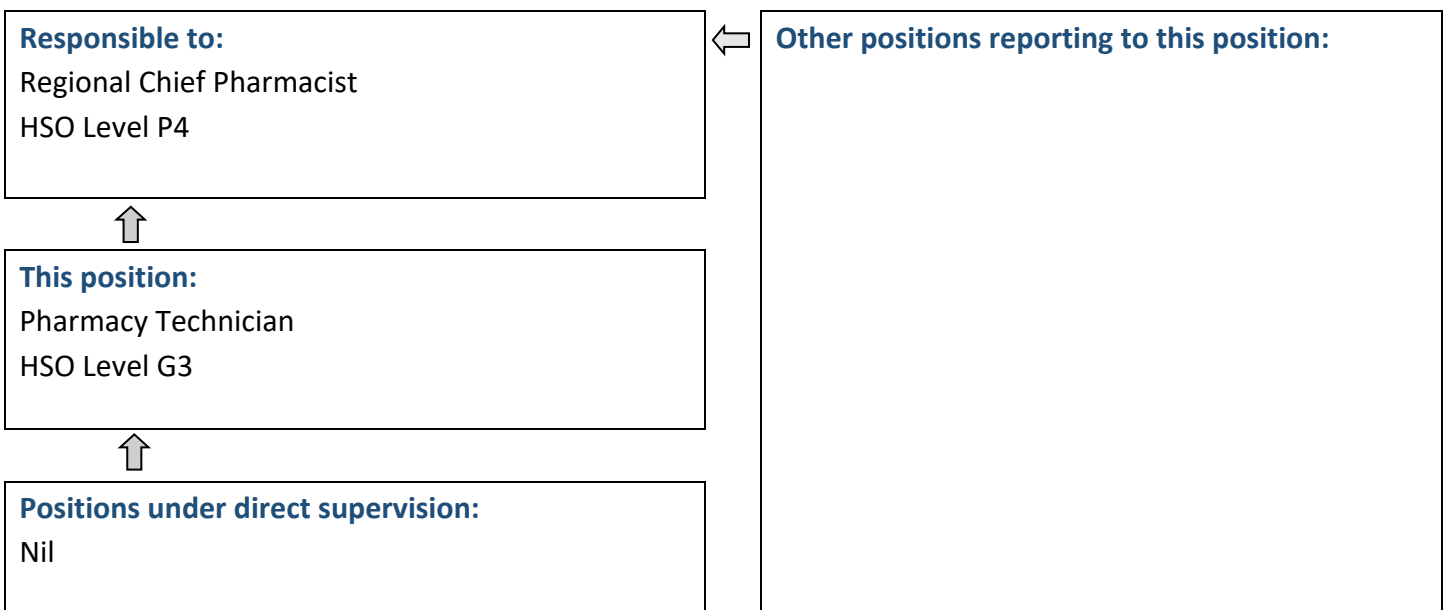
## Position Details

Position Number:	Various	Registration Date:	03 April 2023
Classification:	HSO Level G3	Location:	WACHS Regions
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Pharmacy		

## Position Overview

Contribute to the provision of pharmaceutical services provided by participating in drug distribution, inventory control, PBS claim processing, dispensing processes and undertaking specific duties as rostered.

## Reporting Relationships



## Key Duties/Responsibilities

1. Maintains stock inventory of all pharmaceuticals and consumables by participating in the order and receipt process, stock rotation, expiry date monitoring and redistribution of drugs to areas of high use.
2. Facilitates Imprest stock of pharmaceuticals including S8 and S4R medications, in wards, theatres and departments by ensuring their proper ordering, distribution and rotation according to local policy; sets stock levels by liaising with the pharmacist and nursing or medical staff where relevant.
3. Ensures that prescriptions conform to legal and hospital requirements and that the prescription documentation requirements of PBS Reform are met. Performs calculations/balancing for correct dosing of medication. Prepares prescriptions and/or items for ward issue, including SAS, S4R and S8 drugs, up to the checking stage and maintains appropriate records according to local policy under the supervision and direction of a pharmacist.
4. Assists in the generation and maintenance of PBS claims including the correction of rejected claim items, maintenance of back claims and generation of PBS claim reports.
5. Repacks bulk drugs into smaller packs/units for distribution to the ward or other sites, under the supervision of a pharmacist and in accordance with the Code of Good Manufacturing Process.
6. Contributes to the maintenance of pharmacy records including prescription management, production of reports and development/maintenance of standard operating procedures.
7. Ensures the coordination of medication deliveries to regional sites including the safe and effective packaging of fridge lines to ensure cold chain is maintained with appropriate monitoring.
8. Undertakes stores responsibilities including generating purchase orders, liaising with vendors, receiving, and receipting orders, processing invoices, reviewing inventory held at locations across the region including pharmacy and clinical locations.
9. Supervises and /or trains other new pharmacy staff where required.
10. Participates in quality assurance activities, annual performance development review and mandatory training.
11. Coordinate the order and supply of chemotherapy/immunotherapy drugs and associated supportive care for cancer patients.
12. Undertakes 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 and work at other sites as required.
13. Undertake audit activities under the direction of the Regional Chief Pharmacist.
14. Other duties as directed.

NOTE: Some or all of these duties will apply on a rotational basis.



## 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. Demonstrated relevant pharmacy experience including experience in drug distribution, dispensing, stock control and working knowledge of the PBS.
2. Knowledge and skills in computing systems, especially those relevant to hospital pharmacy.
3. Well-developed oral and written communication skills to effectively interact with patients and all levels of hospital staff.
4. Effective interpersonal, organisational and time management skills and ability to work both independently and cooperatively within a team environment.
5. Possession of a current C or C-A Class driver's licence.

### Desirable

1. Completion or progression towards Certificate III Medical Technicians and Assistants or Certificate IV in Pharmacy Support or equivalent level qualification.
2. Experience using the iPharmacy inventory control and dispensing system.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## 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
- Successful Working With Children Check
- Ability to travel within the region as required including overnight stays
- Eligible for / or in possession of a current C or C-A Class drivers licence or other specialised licence class.

WA Country Health Service –  
Central Office

03 April 2023

REGISTERED

