

Position Title: Pharmacy Technician (Hospital)

Campus: Grampians Health Ballarat

Directorate: Operations

Department: Pharmacy

Reporting to: **Direct:** Senior Pharmacy Technician Team Leader
Indirect: Dispensary Operations Team Leader, Deputy Director of Pharmacy
 – Operations & Logistics

Appointment Terms/Conditions:

Classification and Code: Pharmacy Technician – Grade 1 to 2 (TF1 - TH6)

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (VPS) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Hospital Pharmacy Technicians provide skilled support for pharmacy services to facilitate provision of an excellent level of pharmacy care to our patients and their families. You will be part of a team endeavouring to ensure medicines are provided in a timely, effective and sensitive manner.

This role involves supporting pharmacy services across the areas of operations, clinical services, oncology, clinical trials and compounding. Technicians are integral in ensuring the efficient daily functioning of the pharmacy. Dispensing and distribution of medications require a high level of technical skill and the ability to work independently.

KEY ACCOUNTABILITIES

- Dispensing – inpatient, outpatient and discharge prescriptions
- Supply of pharmaceutical, IV and blood products to departments within the hospital and external organisations via Imprest system or direct orders
- Assist with stock management such as usage analysis, special orders, expired/damaged stock and stock rotation
- Assist with pharmacy Robot (Rowa) including dispensing, restocking and trouble shooting
- PBS claims – understanding of and compliance with all PBS claiming requirements, claim preparation
- Ensuring invoices are correct and assisting with payment receipt
- Adhere to all Pharmacy Board Guidelines
- May involve
 - compounding,
 - dose administration aid packing,
 - assisting pharmacists on the wards,
 - training new staff including pharmacy students and interns
- Delivery of medications to wards and other locations
- Assisting with queries from patients, staff and external organisations
- Ensuring all tasks comply with Pharmacy Board and any other relevant guidelines

KEY SELECTION CRITERIA

Qualifications

- Successful completion of, or willingness to undertake, an accredited Technician qualification, such as Certificate III in Health (Hospital /Community Pharmacy Technician) or equivalent approved by AHPRA or Pharmacy Board of Australia.
- Prior experience as a pharmacy technician is preferred.
- Full drivers licence is preferred.

Technical/Professional Knowledge and Skills

- Competence in performing a range of complex pharmacy tasks often simultaneously in a sometimes time critical situation.
- Proficient use of pharmacy dispensing software (i.e., iPharmacy) and computer systems, with strong organisational skills and ability to prioritise workload.

Work Environment

- Self-motivated and ability to work independently within pharmacy technician scope of practice, and function effectively as part of a pharmacy team.
- Willingness to participate and engage in ongoing professional development.
- Dedicated and hardworking.
- Well organised with a strength in maths and record keeping.

Personal attributes

- Attention to detail
- Values order and tidiness
- Team player
- Excellent communicator
- Ethical, honest and accountable
- Flexibility to adapt to changing priorities

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction. All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected

their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.