

# POSITION DESCRIPTION

Grade 2 Pharmacy Technician

*Supporting Everyone to be healthy and live well*

## PURPOSE OF THE ROLE

The primary purpose of the Grade 2 Pharmacy Technician role is to assist in the provision of safe, effective and equitable health care to patients at ERH through delivery of high-quality pharmacy services. This role is responsible for stock control, dispensing duties, purchasing and pre-packing operations.

Position Details	
Position Title:	Grade 2 Pharmacy Technician
Department	Pharmacy
Reports to:	Grade 4 Technician
FTE:	1.0
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers EA 2021 - 2025
Position Classification:	TH6
Position Description last reviewed:	Sept 2024

Selection Criteria
<b>Essential:</b>
Qualifications:
<ul style="list-style-type: none"><li>• Certificate III in Hospital/Health Services Pharmacy Support</li><li>• Competency in pharmacy technician practices or working in a technician role within a retail pharmacy</li><li>• Ability to work in a multidisciplinary environment</li><li>• Exhibit sound professional communication skills</li></ul>
Satisfactory evidence of; National police check, Working with Children's check and Vaccination status in line with policy and procedure at this time.
<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Prior experience in hospital pharmacy practice</li><li>• Experience with PBS</li></ul>

Key Accountabilities
<ul style="list-style-type: none"><li>• Carry out all tasks and duties required within the pharmacy department, including but not limited to: maintaining inventory, preparation of purchase orders, unpacking and receipting deliveries, disposal of redundant stock and ongoing expiry date checks and stocktake.</li><li>• Adhere to best practice guidelines for the distribution and processing of stock for ward imprest.</li><li>• With appropriate training, undertake manufacturing and preparation of aseptic formulations</li><li>• Under direct supervision of ward pharmacists, communicate medicines supply information and access patients own medication where required.</li><li>• Ensure appropriate PBS processes are followed, identify and resolves issues within</li></ul>

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short time frames.
<ul style="list-style-type: none"> <li>Assist in the organization and direction of pharmacy work flow to ensure optimal and safe service delivery in a timely manner</li> </ul>

### Limitations of duties

Understand the limitations of a pharmacy technician's duties. Pharmacy technicians must not:


<ul style="list-style-type: none"> <li>Discuss with or counsel a patient concerning any aspect of the content of a prescription</li> </ul>
<ul style="list-style-type: none"> <li>Receive prescriptions by telephone</li> </ul>
<ul style="list-style-type: none"> <li>Hand out a dispensed prescription unless a pharmacist has reviewed the patient's medication history, checked the dispensed medicine for accuracy and compliance with the prescriber's intentions and ensured that the supply is consistent with the safety of the patient.</li> </ul>
<ul style="list-style-type: none"> <li>Select or alter the storage conditions of medicines</li> </ul>
<ul style="list-style-type: none"> <li>Work outside scope of practice, nothing that further advanced roles are being developed</li> </ul>
<ul style="list-style-type: none"> <li>Checking the medication order is written in accordance with legal and local requirements</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring appropriate of medicine order</li> </ul>
<ul style="list-style-type: none"> <li>Counselling patients and providing consumer medicine information leaflets to patients</li> </ul>
<ul style="list-style-type: none"> <li>Investigating medicine related problems</li> </ul>
<ul style="list-style-type: none"> <li>Clinical assessment of medication management</li> </ul>
<ul style="list-style-type: none"> <li>Receive medication information queries or provide drug information</li> </ul>

### Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements




### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:




	<p><b>Collaboration</b></p> <p>Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals</p>
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<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
Pharmacy department team	Patients, clients and carers
All ERH Workforce	Campaspe Region Health Services
Visiting Medical Officers	Community based practitioners
	Pharmacy Students

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ <b>PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL</b>					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose	✓			
	Turns challenges into opportunities	✓			
	Communicates effectively		✓		
	Builds relationships		✓		
	Works collaboratively		✓		
<b>Accountability</b> 	Acts with integrity		✓		
	Demonstrates accountability		✓		
	Drives accountability	✓			
	Manages self		✓		
	Promotes innovation	✓			
<b>Respect</b> 	Accessible communicator		✓		
	Values difference		✓		
	Consistently articulates direction	✓			
	Empowers others		✓		
	Respectfully influences		✓		
<b>Excellence</b>	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems		✓		

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	Consumer focus		✓		
	Innovation change leader	✓			

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:     /     /

Print Name: \_\_\_\_\_

cc: Employee File