



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Pharmacy Technician

FTE (Fixed Term Contract – Part Time)  
Contract Dates: 19/12/2022 – 30/10/2023

We are looking for a fixed term part-time (9-day fortnight) Dispensary Technician to join our supportive and collaborative team located onsite at Swan Hill District Health. You will be involved in making a daily difference to the lives of people in the local community. You will be required to deliver exceptional pharmacy services for our client hospitals and their patients supported by an innovative, multidisciplinary team of connected, caring people.

Gain the chance to further diversify your career in pharmacy and be exposed to a variety of multidisciplinary services and the staff are supportive and super friendly and fun to work with.

### Role responsibilities:

- Provide efficient imprest services through the maintenance of stock levels of pharmaceuticals in ward and clinic areas of the hospital and process requisitions and ward returned drugs according to pharmacy department policies and procedures.
- Assist with inventory management within the pharmacy department including ordering, receiving, storage and distribution of pharmaceuticals as well as all general stock management requirements
- Receive, dispense and supply medications for hospital inpatients and outpatients.
- Reconcile and manage prescriptions and patient medication discharge profiles.
- Process PBS claims and assist in producing medication profiles to hospital patients on discharge.
- Confidently complete administrative and record keeping duties.
- Assist with patient account enquiries.
- Well-developed computer and communication skills

### Qualifications & registrations:

- Minimum of three years full-time experience as a qualified Pharmacy Technician preferred.
- Hospital experience preferred.
- Knowledge of the PBS.
- Experience of data collection for audit or research purposes.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

**To apply for this position:** email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached below.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Alexandra Sharpe, Director of Pharmacy, Ph: (03) 5033 9294 or E: [asharpe@shdh.org.au](mailto:asharpe@shdh.org.au)

***Closing Date: 28<sup>th</sup> September 2022***

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



<b>Position:</b>	<b>PHARMACY TECHNICIAN GRADE 1 OR 2</b>
<b>Classification:</b>	IC5 (Grade 1) IC2 (Grade 2)
<b>Department:</b>	Pharmacy
<b>Reports to:</b>	Director of Pharmacy
<b>Position Summary:</b>	<p>Pharmacy Technician and Dispensary Assistant The Pharmacy Technician is responsible to the Director of Pharmacy for the provision of a safe, efficient and effective distribution of pharmaceuticals to wards and departments and assistance with dispensing of prescriptions and associated clerical duties. You will have the ability to communicate effectively with fellow workers and hospital staff and have a willingness to work co-operatively in a team manner with all colleagues, promoting and maintaining harmonious interdepartmental relationships.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Functions related to dispensing prescriptions.</li> <li>• The following functions may be performed by a “pharmacy technician” in assisting with the dispensing of prescriptions provided they are personally supervised by a pharmacist at all times. Personal supervision means actual presence of the pharmacist rather than a notional presence.</li> <li>• To enter patient information on computer and assist with dispensing of medications under pharmacist supervision.</li> <li>• To perform all clerical and secretarial duties associated with the pharmacy department</li> <li>• To process orders to suppliers in accordance with pharmacist instructions.</li> <li>• To maintain records regarding stock control, inwards goods and process invoices. Package and process return goods for credit. Record expiry and maintain stock records. Prepare and maintain expiry records.</li> <li>• To maintain Emergency Kits to ensure current stock and expired stock is replaced.</li> <li>• To prepare reports and extend figures for invoicing to allocated cost centres, and monthly reports.</li> <li>• To assist with yearly stock take.</li> <li>• To prepare patient invoices.</li> <li>• Complete checking of and distribution of imprest ward stock.</li> <li>• To assist the pharmacist with prepacking duties in accordance with the code of Good Manufacturing Practice.</li> <li>• To assist with the dispensing of medications to inpatients through the Individual Patient Supply Scheme.</li> <li>• To assist with delivery of items to wards and departments, and patients supply within the hospital.</li> <li>• To process regional hospital orders and package for dispatch after pharmacist checks and signs packing slip.</li> <li>• To prepare medication charts for patient discharge under the supervision of the Pharmacist.</li> <li>• Attach dispensing and cautionary and advisory labels to containers provided no information important to patient is obscured.</li> <li>• May carry out measuring, weighing or compounding medicines under supervision.</li> <li>• Collate and prepare prescriptions for regular claims for Pharmaceutical Benefits Scheme claim.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the collection and collation of data required for reporting of A SQHC Clinical Indicators.</li> <li>• Assist with the entry of VHIMS clinical interventions onto the Hospital computer network.</li> <li>• Assist with the collection and collation of data relating to Quality Improvement Projects conducted by the Pharmacy.</li> <li>• Perform all duties with attention to detail and confidentiality.</li> </ul> <p><b>Limitations of duties:</b></p> <ul style="list-style-type: none"> <li>• The pharmacy technician must:</li> <li>• Not discuss or counsel a patient concerning any aspect of the content of a prescription.</li> <li>• Not receive prescriptions by telephone.</li> <li>• Not hand out a dispensed prescription, until checked and approved by a pharmacist in a particular case.</li> <li>• Not make any judgement about a patient medication history.</li> <li>• Not select or alter the storage conditions of medicines.</li> <li>• Not handle, process or receipt any incoming orders with instructions “hand direct to pharmacist”.</li> <li>• Not receive any drug information enquiries nor provide drug information or therapeutic advice.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Certificate III in Hospital/Health Services Pharmacy Support</li> <li>• Current National Police Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector)(Single Interest Employers) Enterprise Agreement 2021-2025
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	All children have the right to feel and be safe. Keeping children safe is everyone’s responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices

	<p>are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
<b>Review:</b>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>August 2018 February 2021</p>
<b>Current:</b>	<p>Sept 2022</p>
<b>Managers Name:</b>	<p>Alexandra Sharpe</p>
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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<b>General Information</b>
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<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

<b>Conditions of Employment</b>
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Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

<b>Discipline/Misconduct</b>
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585