



Role description

Role Details

Job ad reference	GCTP328911
Role title	Storeperson (Pharmacy) – Expression of Interest
Status	Casual (on call)
Location	Southport and Robina Note that this position may be required to work throughout the Gold Coast Hospital and Health Service and that the positions primary work location may change based on operational requirements.
Unit/Branch	Pharmacy
Division	Medicine Gold Coast Hospital and Health Service
Closing date	Ongoing Applications will remain current for 3 months
Classification	OO2
Evaluation ID	V-1819
Salary	\$37.30 - \$39.80 per hour
Contact name	Bridie Trounce
Contact number	(07) 5687 0580
Online Applications	www.smartjobs.qld.gov.au

Purpose of the Role

To receive, receipt, store, distribute and assist in the management pharmaceutical stores for the Gold Coast Hospital and Health Service (GCHHS).

Our Values

Gold Coast Hospital and Health Service is committed to its six guiding principles which are at the core of all positions and articulate the behaviours that are required when working within the Health Service:



Whilst we implement our strategic objectives to be recognised as a centre of excellence for world class health care, our [values](#) provide the framework to focus our individual behaviours and performance outcomes.

Health Equity and Racism

Gold Coast Health is committed to improved health equity for Aboriginal and Torres Strait Islander peoples in our community as presented in our [Reconciliation Statement](#). It is expected that all Gold Coast Health staff as a valuable member of the Gold Coast Health workforce, contribute to the health equity agenda. Please visit our [website](#) for additional information.

Diversity and Inclusion

[Diversity](#) is at the heart of Gold Coast Health and is critical to a work environment that is equitable and inclusive. A broad range of perspectives, backgrounds and ideas makes us stronger and is essential to delivering high quality health care. Everyone has a role to play in making GCH a place where we all 'Always Belong'. [Contact Diversity and Inclusion](#)

Organisational Alignment

Gold Coast Health has a [Core Capability Framework](#) (CCF) with five core capability groups; Personal Attributes; Building Relationships, Results Focused, Business Enablers, Leadership and People Management. Under each of the five capability groups, individual capabilities are identified which are essential to drive performance excellence across our workforce. Below outlines the five core role capabilities required to deliver against the key duties and accountabilities of this role. Capabilities are aligned to Leader Profiles; Leading Self, Leading Others, Leading Leaders and Leading Executives. The Leader Profile and Core Capabilities for this role are detailed below.

Leader Level: Leading Self Core Role Capabilities

Personal Attributes	Individual behaviours influenced by our values and ethical compass	Leading Self Act with Integrity - Work within the limits of level and delegation, acknowledging mistakes, seeking guidance and upholding ethics
Build Relationships	Shape and maximise relationships with colleagues, patients and the community	Leading Self Work Collaboratively - Work collaboratively within teams, communicating progress, providing information, helping others and acknowledging shared effort
Results Focused	Drive and influence successful organisational outcomes	Leading Self Plan and Prioritise - Understand team objectives against our broader organisational goal, taking ownership, performing within timelines and guidelines and adjusting priorities if required
Business Enablers	Boost effective service delivery and champion change management	Leading Self Leverage Technology - Demonstrate understanding of the use of technology, complying with policies and protocols
Leadership and People Management	Inspire, engage and build our workforce	Leading Self Manage Through our Values - Model desired behaviours, values and ethics in work practices, focussing on excellence in delivery of services

About the Unit/Service Line

The Pharmacy Service provides medication management services across the Gold Coast HHS, through inpatient units, outpatient clinics and in all facilities where medicines are being utilised for the care of patients. This includes Robina, GCUH, the Robina precinct, Southport precinct, dental vans, mobile units, and community clinics. The Pharmacy services provide the following:

- Clinical pharmacy review
- Dispensing
- Manufacturing and compounding
- Distribution services
- Inventory and warehousing
- Financial accounting and management
- Education and support for research

Our team of over 80 Pharmacists are assisted in their roles by 32 support persons made up of pharmacy technicians, pharmacy assistants, administration officers, purchasing and stores personnel.

In addition, the Pharmacy service provides professional support to Ambulatory Consultant Pharmacists operating in community settings at:

- Sexual Health Service
- Persistent Pain Service
- Transition Care Program
- Chronic Disease and Wellbeing Service

Key Duties and Accountabilities

Fulfill the responsibilities of this role in accordance with Queensland Public Service, the Gold Coast Hospital and Health Service (GCHHS) values.

- Comply with the [Code of Conduct for the Queensland Public Service](#) and all policies and procedures.
- Comply with the [National Safety and Quality Health Service Standards](#) and the Gold Coast Health [Clinical Governance Framework](#) in all areas of your practice.
- Undertake a range of tasks associated with effective pharmaceutical storage and distribution services supporting the timely and efficient delivery of pharmaceutical stores to wards/clinics and patients of the Gold Coast Hospital and Health Service following documented procedures in departmental work instructions and under supervision.
- Maintain the integrity of pharmaceutical inventory by ensuring manufacturer's storage requirements are met, assist in stocktaking, stock rotation, expiry date validation, cold chain storage monitoring, maintaining records and any other tasks required to meet this outcome.
- Prepare pharmaceutical orders and distribute pharmaceutical inventory throughout the Hospital and Health Service (HHS), including picking from computer generated picking slips, robot exception reports, appropriate packing of orders for couriers, or internal delivery using designated equipment. Where required, deliveries may involve handling of secure packages and receipting in accordance with current legislation and procedures.
- Ensure the HHS has timely and efficient access to pharmaceuticals by undertaking receipting, checking, and storage of orders. This will include transport of deliveries from the dock using supplied equipment, unpacking and validation of orders as they arrive from suppliers, replenishing and putting away stock received and loading the dispensary robots.
- Maintain and contribute to a safe working environment by ensuring rubbish is removed, working areas are kept clean and tidy, equipment is stored and used safely, operate materials handling equipment in accordance with manufacturer's instructions, handle and manage hazardous goods, identify, report and help to resolve identified workplace issues.
- Support business management and accountability through the operation and use of computing systems and processes which includes bar code scanning, entry and printing of orders, assistance with robot messaging, and accessing other information systems in use within GCHHS.
- Assist pharmacy staff at all levels to undertake other tasks which are appropriate to the skills and scope of this role to support the delivery of a safe and effective Pharmacy Service.
- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.

- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Employees who are appointed to the GCHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Mandatory Qualifications / Professional Registration / Other Requirements

- While not mandatory, a qualification in warehouse and inventory management would be well regarded.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
- It is a condition of employment in this role for new employees to GCHHS to undertake a tuberculosis screening, to identify if the tuberculosis vaccination may be required in accordance with the Queensland Health Protocol.

How to Apply

Please submit the following for the panel to assess your suitability:

- Your **resume**, including a comprehensive employment history, the qualifications you hold and the contact details for at least two referees (Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years).
- A **cover letter** (no more than 2 pages) outlining your suitability for the role. In your response, please address the Core Role Capabilities listed under 'Organisational Alignment' using recent examples of your experience, aligned to the 'Key Duties and Accountabilities' for the role, listed above.

Submit your application via www.smartjobs.qld.gov.au

Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

Gold Coast Health is committed to providing an accessible, inclusive work environment. Please contact the nominated person if you require any reasonable adjustments throughout this recruitment process.

Hand delivered applications will not be accepted.

Further Information

For further information about this opportunity and the benefits and conditions of [working at Gold Coast Health](#) please refer to the Information for Applicants document attached with this Smart Jobs advertised vacancy.