



# Role Description

<b>Job Ad Reference</b>	H24CHQ576151	<b>Classification</b>	CA3
<b>Role title</b>	Pharmacy Technician	<b>Salary</b>	\$33.52 - \$35.58 p.h.
<b>Status</b>	Full-time or part-time Permanent and fixed term temporary positions available	<b>Closing date</b>	17 July 2024
<b>Unit/Branch</b>	Pharmacy		
<b>Division/ Hospital and Health Service</b>	Allied Health Services Children's Health Queensland Hospital and Health Service	<b>Contact Name</b>	Pharmacist – Clinical Lead (Materials Management) – Claire George
<b>Location</b>	Queensland Children's Hospital (South Brisbane)	<b>Contact Number</b>	07 3068 1945

## About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated team of more than 4,500 people, our point of difference is in the way we provide care to children, young people and their families every day. This is through our steadfast commitment to providing patient and family-centred care at every level of our service and our continuous drive for service and operational excellence.

### Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

### Our Purpose

To offer the best: safe, expert, accessible child and family-centred care for children and young people.

### Our Values

**Respect** – teamwork, listening, support - *We listen to others*

**Integrity** – trust, honesty, accountability - *We do the right thing*

**Care** – compassion, safety, excellence - *We look after each other*

**Imagination** – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

## Your Opportunity

The position of pharmacy technician will:

- Provide support in the provision of pharmacy services as directed by the supervising pharmacist.
- Be an active and effective team member by working co-operatively within the pharmacy team.

## Your Primary Objective

- Contribute to patient care by supporting Pharmacists in the delivery of an efficient and effective medicines management service in accordance with current legislation and Australian pharmacy and medicines professional standards and guidelines.

## Your Roles and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below. Note that specific duties vary on a day to day basis dependant on team allocation, and are rotational.

- Prepare, dispense and supply medicines from a prescription under the supervision of a Pharmacist for checking and authorisation by a Pharmacist. Note that at CHQ this includes a patient facing role with direct contact with patients and families to obtain relevant information to prepare, dispense and supply medicines.
- Assist Pharmacists in the preparation, dispensing and distribution of Schedule 8 and restricted Schedule 4 drugs, including maintenance of records and legislated stock counts
- Participate in quality improvement activities
- Maintain and review stock levels of scheduled and unscheduled medicines and consumables, including monitoring of batch numbers, expiry dates and stock rotation
- Undertake environmental and equipment monitoring and recording
- Compound sterile and non-sterile products in accordance with 'Good Manufacturing Practice', and current Australian pharmacy professional standards and guidelines. At CHQ this includes training in aseptic (sterile) compounding skills including cytotoxic products and compounding of simple products under supervision.
- Conduct daily and weekly maintenance and cleaning of production equipment.
- Coordinate and perform all but last check in repackaging of medicines
- Assist with inventory management within hospital and health service facilities including ordering, receiving, storage, distribution and stocktake of medicines
- Access and input data into patient and medicines information systems
- Assist with collation and maintenance of pharmacy data
- Assist in the preparation and recording of clinical trial medicines under the supervision of a Pharmacist
- Assist with the training and mentoring of pharmacy support staff
- Assist with Pharmaceutical Benefits Scheme claim preparation and processing
- Refer to and liaise with health care providers within the immediate team within a defined range of tasks
- Apply knowledge of approved personal protective equipment and procedures

## Knowledge and Skills required

- Knowledge of medicines approved for use in all Hospital and Health Services
- Knowledge of generic, trade and chemical names of medicines
- Ability to interpret prescription to facilitate dispensing process
- Knowledge of relevant medicines related terminology
- Understanding of medicines inventory management in Hospital and Health Services facilities, including stock control and expiry date monitoring
- Knowledge of 'Good Manufacturing Practice' and current Australian pharmacy professional standards and guidelines.
- Knowledge of access and funding schemes, including the Pharmaceutical Benefits Scheme and Special Access Scheme
- High level interpersonal skills, organisational skills and communication skills to work effectively in a team environment
- Ability to achieve competence in the use of relevant technology utilised in the provision of pharmacy services
- Basic knowledge of medicines related legislation
- Knowledge and awareness of use of approved personal protective equipment and procedures.

## Position Reports To

- This role reports professionally to the Director of Pharmacy, Children's Health Queensland HHS
- Operational reporting to the Pharmacist Team Leader in the allocated team

## Staffing and Budgetary Responsibilities

- Nil Requirements

## Qualifications/Professional Registration/Other Requirements

- Appointee is authorised to handle medicines under the Medicines and Poisons (Medicines) Regulation 2021 – Schedule 9 Part 2, Division 1 and 2.
- **Mandatory Qualification:** Certificate III in Hospital/Health Services Pharmacy Support (HLT37115) or equivalent including the '*Maintain Pharmaceutical Imprest Stock*' Module (HLTPA001); or Certificate III in Community Pharmacy (SIR30116) plus '*Maintain Pharmaceutical Imprest Stock*' Module (HLTPA001)
- **Note** – Overseas qualification assessments are based on guidelines developed by the Australian Government and expressed in Australian Qualifications Framework (AQF). The Department of Employment, Small Business and Training's Overseas Qualification Unit provides free assessments of overseas qualifications for Queensland residents. The following link provides information and the steps on how to apply for an assessment of an overseas qualification- <https://training.qld.gov.au/training/osqrecognition/assessqual>
- It is a requirement of the position to participate in after-hours and weekend roster as required.

- Under this policy, this role has been assessed as requiring evidence of vaccination against the following vaccine preventable diseases:
  - Measles, Mumps, Rubella, Varicella (Chicken Pox), Pertussis (Whooping Cough); Hepatitis B
- Prior to any offer of employment being made, you will need to provide evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases.

## How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be able to demonstrate the following:

- Expertise & Knowledge  
Knowledge and skill in hospital pharmacy practice (including dispensing and the preparation of pharmaceutical products) and in the provision of inventory management services within a hospital or other relevant environment
- Team Participation  
Ability to participate effectively in a pharmacy team or multidisciplinary team, this includes ability to build and maintain appropriate relationships.
- Communication  
A record of having a high level of interpersonal, verbal and written communication skills to enable effective interaction in individual and group situations.
- Leadership  
Ability to provide guidance to less experienced staff members and education to students

## Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

## Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health](#) website.
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.

- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- 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
  - tuberculosis

**NOTE** that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).

# Queensland Children's Hospital Pharmacy Department Organisational Chart – 2024

