



Pharmacy Assistant

POSITION DETAILS

Position Title: Pharmacy Assistant
Position Number: CS008
Department: Clinic Services
Reports to: Manager Clinic Services
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

To provide activities in the Pharmacy dispensary service for clients of Bega Garnbirringu Health Services under supervision of the Clinic Nurse and General Practitioners in a way that fully supports a high standard of quality clinical care

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____

This Duty Statement is certified as current by the Chief Executive Officer as at ____/____/____

Wayne Johnson
Chief Executive Officer.



POSITION ACCOUNTABILITIES

KRA	Accountabilities
Professional Services	<ul style="list-style-type: none">• Pharmacy tasks to be done under supervision include; medication dispensary, customer service, cleaning, preparation and processing of remote community prescriptions, relay prescription label information to clients under the direction of GP's and Clinic Nurse.• To assist in the application and adherence to Section 100 Pharmaceutical Supply Scheme Regulations and Policies• Ensure that stock levels are maintained throughout the Pharmacy area• To provide support structure which ensures all reporting and recording requirements are met on time• Assist with continued training and professional development of AHW's and students as required in the Pharmacy• Ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998• Maintain client records and provide assistance to appropriate staff, in tasks relating to individual files• Assistance to any Pharmacy staff issues utilising the protocol and procedures guidelines• Participation in updating of protocols and procedures in accordance with the accreditation guidelines for Pharmacy• Liaise with allied health professionals and specialists as required• Ensure good rapport and communication with external health pharmacy services• Assist with new staff and student orientation and preceptorship• Participate in staff performance reviews as required• Actively encourage and promote continuous improvement
Administration	<ul style="list-style-type: none">• Assist as necessary towards ensuring statistical and financial records are accurately kept• Participate in Health Services staff and team meetings as required• Prepare such reports as deemed necessary from time to time by the Clinical Nurse
Other Duties	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness• Undertake personal and professional development and training as required• Perform other duties relevant to the position as directed by the Clinical Nurse or Manager Clinical Services• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner• To attend work hours required by pharmacy guild to fulfil study guidelines at Amcal Pharmacy Kalgoorlie.



POSITION PARAMETERS

Education & Experience:

Year 10 secondary education or equivalent.

Certificate IV in Pharmacy Assistant

Skills & Abilities:

Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision

High level communication and interpersonal skills

Moderate level computer usage skills

Ability to function and participate as part of a team and to contribute to team building

Ability to work as part of a multi disciplinary team

Ability to work outside normal working hours

Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service

A high level of integrity and ethical practice

Adaptable and flexible

Energy and initiative

Customer service, responsiveness and team focus

Stress tolerance

Professional manner

Self motivated and proactive

Ability to assess and identify areas for improvement and development across the organisation

Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.

ENDORSEMENT

Endorsed by Chief Executive Officer

Date

Name:

Signature: