

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Pharmacy Technician - Correctional Health
Position Number:	516720, 522269
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing Correctional Primary Health Services - Forensic Health Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Senior Pharmacist - Correctional Health
Effective Date:	December 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Possess or be actively enrolled in Certificate III or IV in Health Services Assistance (Hospital and Community Health Pharmacy Assistance) from a recognised education institution; or</p> <p>Possess or be actively enrolled in Certificate III or IV in Hospital/Health Services Pharmacy Support from a recognised educational institution; or</p> <p>An Associate Diploma from a recognised educational institution, or an equivalent qualification, that is relevant to the work of a pharmacy technician</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

In accordance with established guidelines, processes and procedures, and under the supervision of the Senior Pharmacist - Correctional Health, the Pharmacy Technician - Correctional Health will provide a comprehensive pharmaceutical service within a Correctional Primary Health Services (CPHS) environment.

Duties:

1. Dispense medications as prescribed for patients of CPHS within the southern region of Tasmania.
2. Supply medications for CPHS patients as ordered on medication charts.
3. Prepare pre-packaged and extemporaneous items as required, in accordance with approved procedures and under the supervision of a pharmacist.
4. Work with the Senior Pharmacist - Correctional Health by assisting in the:
 - Production and management of dose administration aids such as Webster packs.
 - Preparation of Pharmacy Care Plans, patient counselling documents and discharge planning.
 - Provision of Consumer Medication Information sheets.
5. Liaise with the Senior Pharmacist - Correctional Health and nursing staff in charge of CPHS units to ensure that medication stock levels are appropriate to the needs of the area.
6. Assist in the ordering of medications and updating of the imprest system accordingly.
7. Maintain knowledge of the specialised pharmacy software and ensure all pharmacy transactions are accurately recorded.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the supervision of the Senior Pharmacist - Correctional Health, the Pharmacy Technician - Correctional Health is responsible for dispensing and manufacturing pharmaceutical products. In doing so, the Pharmacy Technician will:

- Perform all duties in accordance with established procedures, processes, standards and guidelines.
- Exercise reasonable care in the performance of duties and provide labour in an efficient, effective and safe manner in accordance with Work Health and Safety legislation.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the

Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the *Corrections Act 1997*.

- Standing Order – *Identification (ID) Cards and Visitor Passes 5.02* and
- Standard Operating Procedure – *Tasmanian Prison Service Identification (ID) Cards MH5.02.1*.

A nominated person cannot be employed within Correctional Health Services if excluded from entry to Tasmanian Prison Services under the *Corrections Act 1997*.

Selection Criteria:

1. Proven dispensing experience including knowledge of dispensing software, medical terminology and the Pharmaceutical Benefits Scheme, together with a strong understanding of the imprest system and dosing administration aides.
2. Demonstrated high level attention to detail including the need for and the ability to follow predetermined procedures and protocols accurately and diligently.
3. An understanding of the clinical role of the pharmacist within a correctional health setting.
4. Knowledge of, and experience in, the application of extemporaneous manufacture techniques and an understanding and appreciation of the potential benefits and risks of drugs including the need to handle such items in an efficient and safe manner.
5. Sound interpersonal and communication skills including demonstrated conflict resolution skills and the ability to be adaptable whilst working in an environment subject to workplace pressures and change.
6. An understanding of appropriate Work Health and Safety legislation and codes of practice.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).