

POSITION DESCRIPTION

Position Title	Pharmacy Technician
Reference Number	PD149
Department	Health Services
Position Reports To	Senior Pharmacy Technician
Positions Reporting To This Role	N/A
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre is located in Junee, New South Wales, 40 kilometres north east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 1030 adult male prisoners (or up to the capacity of available beds) and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p> <p>Interstate travel may be required.</p>
Position Summary	The Pharmacy Technician assists, within their scope of practice, in the management of medications, which includes assisting in the preparation for medication administration rounds, administering of prescribed medication, assisting in the management of medication inventory and ordering under supervision. A pharmacy technician can only administer medication that is prepared by a pharmacist in a

dose administration aid (DAA).

Pharmacy Technicians upon commencement of employment at JCC and, prior to administering medications, will be required to complete the Medication Safety elearning modules and undertake a practical competency assessment. There will also be a requirement to undertake annual medication safety training as a component of mandatory training.

Key Accountabilities

- Contribute to safe medication management at the Centre by complying with and adhering to all relevant policies and procedures and relevant legislation, reporting all known medication incidents and undertaking medication related procedures correctly and safely.
- Administer medications to patients which have **only** been prepared by the contracted pharmacist in dose administration aids (MediSACHes® or equivalent).
- Ensure medications administered to a patient follow the correct "rights" of medication administration which include the right patient, right DAA; right time; right route and right documentation.
- Provide general advice to patients in regard to medication management and refer any clinical matters to nursing staff.
- Ensure medication management is conducted in a safe manner and cognisant of the security requirements within a correctional centre.
- Assist in ordering of dose administration aids in conjunction with the nursing staff and the contracted pharmacy provider.
- Undertake pharmacy stock inventory and assist in the ordering and receipt of pharmaceutical stock, including DAAs.
- Assist in the maintenance of appropriate stock levels of pharmaceuticals in the main health centre, maximum satellite clinic and medication administration units within accommodation areas.
- Undertake expiry date checking and rotation of stock within the main health centre pharmacy and maximum satellite clinic pharmacy room.
- Assist in the regular reviews of imprest content and quantities, in conjunction with the contracted pharmacy providers and Health Services Manager.
- Complete all relevant documentation within the health record in regard to the administration of medication to patients, eg signing of medication signing chart; documenting in the e-progress notes relevant patient care interactions.
- Protect patients and staff by adhering to infection prevention and control policies and procedures.
- Assist in the preparation of KPI data and other data/report requirements as requested.
- Report all medication related incidents and near misses to the Health Services Manager/delegate and document the incident/near miss in *imms+*®, the Incident Management System.
- Undertake orientation and induction training, ongoing professional development and mandatory training as required.

- Participate in safety and quality activities designed to improve patient care and promote the safe use of medications.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.
- Cooperate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Cooperate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.

Key Selection Criteria:

- Certificate III in Health (Hospital Pharmacy Technician or Community Pharmacy) course or equivalent as approved by the Pharmacy Board of Australia.
- Completion of a dispensary assistant module is highly desirable.
- Previous work experience as a pharmacy technician in a hospital or the community.
- Good numeracy and literacy skills.
- Very good written and verbal communication skills.
- Strong organisational and attention to detail skills.
- Ability to work within teams and collaboratively across teams.
- Strong computer and information technology skills.
- Commitment to ongoing professional development and education.

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
 - Valid and current full Australian driver's licence.
 - Satisfactory completion of a National Criminal History Check.
 - Ability to obtain and maintain a security clearance.
 - Work outside of ordinary business hours may be required on occasion.
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Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
R. Heycock		28.01.22

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐