

POSITION DESCRIPTION

Position Title	Pharmacy Technician
Reference Number	GH:43
Department	Clinical Services
Position Reports To	Health Services Manager
Positions Reporting To This Role	Nil
Work Location and Travel	<p>The positions are located throughout the state and will be based at one of the GEO Healthcare locations in metropolitan Melbourne or regional Victoria.</p> <p>The position may be expected to travel to other GEO Healthcare locations within Victoria.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian Men's Public Prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>
Position Summary	<p>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 medication and other pharmaceuticals under supervision.</p> <p>A pharmacy technician can only administer medication that is prepared by a pharmacist in a dose administration aid (DAA).</p> <p>The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values.</p>

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.
- Provide general advice to patients regarding 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 prison.
- Assist in ordering of dose administration aids in conjunction with the nursing staff and the contracted pharmacy provider.
- Assist in ordering and provision discharge/release medications for patients who are due for discharge/release.
- 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 within the GEO Healthcare location.
- Undertake expiry date checking and rotation of stock within the health centre pharmacy and/or a 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 (HSM).
- Complete all relevant documentation within the electronic medical record (EMR) in regard to the administration of medication to patients.
- Protect patients and staff by adhering to infection prevention and control policies and procedures.
- Participate in the local Health Services Safety and Quality Committee (HSSQC) and other meetings as required regarding medication management matters.
- Assist in the preparation of Key Performance Measure (KPM) 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 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.
- Supports GEO Healthcare's quality, safety, environmental, risk, asset and security management systems.
- Ensure compliance with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.
- Contribute to the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Services Standards.

Key Selection Criteria

- Successfully completed either a:
 - a) Certificate III in Health (Hospital Pharmacy Technician or Community Pharmacy) course or equivalent as approved by the Pharmacy Board of Australia.
 - b) “Assist Clients with Medication” course as part of a Certificate III or Certificate IV in Health Care (e.g. Nursing Assistant).
 - c) Successful completion of medication related courses as part of an undergraduate degree in Nursing or Pharmacy.
- Completion of a dispensary assistant module is highly desirable.
- Previous work experience as a pharmacy technician in a hospital or the community.
- Previous experience administering medications is highly desirable
- 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

- Valid and current Australian driver’s licence.
- Ability to work within a correctional setting, which will involve direct contact with people in prison associated with the delivery of healthcare.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours may be required.

Pharmacy Technicians, upon commencement of employment with GEO Healthcare and prior to administering medications, will be required to complete the Medication Safety e-learning 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.

Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I will 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

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐