

Eastern Health

POSITION DESCRIPTION

Position Title:	Pharmacy Purchasing Officer
Award Classification:	Administrative Worker Grade 1 (HS1-HS17) Pharmacy Technician Grade 2 (TH6) Pharmacy Technician Grade 3 (TH10)
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Senior Pharmacy Technician - Education, Box Hill Hospital & Blackburn Public Surgical Centre

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

This position is a member of the Eastern Health Box Hill Hospital Pharmacy team and has the responsibility for the provision of efficient and effective supply, storage and distribution of all authorised pharmaceuticals and supplies for use in line with the hospital's current Poisons Control Plan.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Responsible for routine and ad hoc pharmacy orders to various suppliers.
- Place daily orders directly to suppliers.
- Liaise with Customer Service staff from suppliers to improve the efficiency of the ordering process.
- Work closely with the Procurement Manager to ensure that any discrepancies in the receipt of goods are corrected and stock control is maintained.
- Liaise with the Purchasing Manager and staff in Pharmacy stores / sub-stores for daily pharmacy orders.
- Responsible for unpacking and stock put away of daily pharmacy orders.
- Responsible for the return of goods to suppliers for credit.
- Maintain all records in an organised way, i.e. invoices, delivery dockets.
- Assist in stock control by actively working with managers, which may include but not limited to Pharmacy Procurement Manager, Inventory Managers, Senior Pharmacist Dispensary and Senior Pharmacist Aseptic Services.
- Prepare for and participate in stocktake periodically and at the end of the financial year.
- Work closely with pharmacy staff at BHH and all other EH pharmacy sites in supplying any items needed.
- Communicate with other EH pharmacy purchasing officers, technicians, Procurement Manager and Inventory Managers regarding stock shortages
- Organise inbound and outbound courier services from BHH to various EH pharmacy sites for adhoc and routine stock requests.
- Participate in the development and implementation of quality improvement activities.
- Perform other duties as delegated by Senior Pharmacy Technician, Procurement Manager, Director or Associate Director of Pharmacy
- Member of and actively participate in Procurement Leads.
- Ensure that the purchasing office and purchasing area is kept organised and tidy and operating efficiently
- Responsible for creating Invoices on FMIS for external customers
- Responsible for ordering non pharmacy products via FMIS e.g. Consumables, office equipment etc
- Collect data and assist in the maintenance of the procurement performance board
- Process all order receipts and invoices in a timely manner

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ *(Incumbent Name)* have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Pharmacy Purchasing Officer
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Essential

- Experience in stock management, preferably in a hospital, community pharmacy or pharmacy wholesaler
- Demonstrated attention to detail in work practice
- Demonstrated ability to prioritise workload
- Able to work within a team
- Demonstrated ability to adhere to policy and procedures
- Demonstrated effective problem-solving skills
- Demonstrated ability to plan, organise and prioritise workload
- High level communication, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families and all health care professionals.
- Continued demonstrated awareness in changes and trends to practice
- Timely and effective oral and written communication skills
- Computer literacy and embracing of health technologies and informatics
- Commitment to ongoing professional development.

For Pharmacy Technician Grade 2

- Certificate III in Health (Hospital Pharmacy Technician) awarded by a registered training organisation or equivalent qualification (as approved by the Pharmacy Board of Victoria or equivalent body).

For Pharmacy Technician Grade 3

- A minimum of three years full time experience as a qualified Pharmacy Technician
- Certificate IV in Health (Hospital Pharmacy Technician) course or equivalent that has been awarded by a registered training organization or as approved by the Pharmacy Board of Victoria (e.g. Peter McCallum chemotherapy preparation course).

Desirable

- Experience with pharmacy specific dispensing or informatics system (e.g. MERLIN)
- Working knowledge of electronic medical record systems and/or automated dispensing cabinets

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au