

## Position Description

<b>Position title</b>	Sterile Pharmacy Technician
<b>Department / Division</b>	Pharmacy/Ambulatory
<b>Classification</b>	Grade 3 (TH10)
<b>Position reports to</b>	Senior Pharmacist of Sterile and Deputy Director of Pharmacy- Informatics & Logistics
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is a world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE PURPOSE

To provide support to the sterile department for the provision of services. This support may require the undertaking of work of a more complex nature, under the direction of a pharmacist, although direct supervision by a pharmacist may not be necessary. Depending on the experience of the successful applicant may include:

- You will be the senior technician in Sterile and responsible for training new staff and providing support to meet pharmaceutical standards.
- Work collaboratively with pharmacists and other staff members.

## KEY ACCOUNTABILITIES

- The role is exclusively in a specialised area of the Hospital Pharmacy – Sterile Manufacturing
- Follow the standards of Pharmacy sterile manufacturing as set out in the PIC/s guideline or USP 797
- Manufacture sterile medications following the requirements of clean room procedures and aseptic technique
- This post holder is an expert in the operation of the Diana and AddaPharma Electronic Pumps and the dedicated Trainer for new staff to use this equipment.
- Train technicians and pharmacists starting in Sterile
- Assist with organising and running the Sterile workshops for upcoming trainees
- Update and write SOP's
- Assist senior pharmacists with staff rostering in Sterile to ensure the correct skill mix for each day's manufacturing
- The postholder supervises the day-to-day workflow. The senior Pharmacists are not usually inside the unit and so this technician is the most senior staff member most sessions
- Supervise cleaning and sterilising equipment and work areas
- Maintain Sterile Stores
- Contribute to the agenda for Sterile team meetings
- Maintain appropriate training records and documentation and ensure all sterile trained staff have completed a Broth Test certification
- The post holder must be proficient in the use of Merlin, EPIC and Learning Hero – training capabilities, updates to sterile worksheets, obtain further information and clarification on patient care plans for HiTH patients
- Ability to work without supervision
- Developed problem solving skills
- Attention to accuracy and detail
- Ability to communicate and co-operate with a broad range of people
- Actively participate in pharmacy and hospital education
- Participate in the weekend and public holiday roster

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Prior experience working in a Sterile unit
- Prior experience with training staff

### Desirable:

- Suitable Hospital Pharmacy Technician course (Certificate III or IV), or equivalent
- Prior work with paediatrics and members of the public
- Familiarity with the Pharmaceutical Benefits Scheme
- Certification or experience in manufacturing intravenous solutions and other sterile pharmaceutical products
- Familiarity with the use of Merlin® and Epic®

## KEY SELECTION CRITERIA

- Ability to work without constant supervision, attention to accuracy and detail and ability to communicate and co-operate with the general public
- Ability to work as part of a multidisciplinary team and communicate effectively as part of that team
- Developed problem solving skills
- Attention to detail and accuracy

### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

### IMPORTANT INFORMATION

Employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.**

**Position description last updated**

**July 2025**