

## Position description

<b>Position title</b>	Medicines Management Technician – Grade 3: Oncology		
<b>Department / Division</b>	Pharmacy		
<b>Classification</b>	Grade 3 (TH10)	<b>Employment Status</b>	Full time, Fixed-term, 1.0FTE
<b>Position reports to</b>	Deputy Director of Pharmacy		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.</p> <p>We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The RCH is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <a href="http://www.rch.org.au/quality/child-safety">http://www.rch.org.au/quality/child-safety</a></p> <p>In April 2016, we became the first Australian hospital to implement the world-leading electronic medical record (EMR) and has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with The Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.</p> <p>The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.</p> <p>Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>

## ROLE PURPOSE

This is an exciting opportunity to be involved in a new pharmacy service with the clinical oncology pharmacy team. The successful applicant will be involved in supporting the highly specialised oncology clinical pharmacists on the inpatient ward with admissions, discharges, supply management, production requirements, and data collection for quality projects. The aim of the new service is to improve medication safety to oncology patients, and to demonstrate sustainability of the service through cost savings.

## KEY ACCOUNTABILITIES

- Introduce and develop the pharmacy technician role on oncology ward to support the clinical pharmacists and improve medication safety.
- Provide comprehensive, professional, and high-quality technical support in the provision of pharmaceutical services to the oncology ward.
- Work independently at ward level, being able to prioritize own workload and refer to the clinical pharmacists where appropriate.
- Order, dispense and deliver in a timely manner non imprest medications to oncology inpatients, including drugs of dependence and chemotherapy as required by the ward.
- Be the key liaison point for nurses and pharmacists to order medications for oncology patients.
- Communicate with patients and care givers to illicit information for medication histories on admission.
- Update written procedures to reflect current processes and create new documentation where needed.
- Bring to the attention of the oncology ward pharmacists any supply problems to avoid missed doses.
- Monitor the wards medication room to ensure imprest supplies are relevant and storage conditions are safe.
- Check and assess inpatient medication supplies against the drug chart regularly to ensure medicines are current and returns are processed to reduce waste.
- Collect data on quality improvement projects for oncology patients.
- Manufacture sterile/non-sterile products and chemotherapy for oncology patients following the requirements of clean room working and aseptic technique.
- Co-ordinate orders and supply of required manufactured products for oncology inpatients.
- Adhere to relevant guidelines with regards to staff handling of hazardous and cytotoxic medications.
- Prioritize, dispense and co-ordinate discharge medications including administration charts to inpatients.
- Liaise with the pharmacists, medical and nursing staff regarding PBS requirements for prescriptions.
- Supply imprest medications to the oncology ward when the imprest technician is on leave.
- Assist the oncology outpatient team at times of staff shortages.
- Actively contribute to the development of the role and quality improvement initiatives within the oncology pharmacy department.
- Participate in the weekend and public holiday roster.
- Adhere to all legislative requirements, hospital guidelines, accreditation and professional standards.
- Actively participate in pharmacy and hospital education.

Assist in the provisions of the pharmacy service to any RCH patients at the direction of the senior pharmacy management.

## QUALIFICATIONS AND EXPERIENCE

**Essential:**

- Qualified hospital Pharmacy Technician (completed certificate III or IV) or equivalent qualifications.
- Minimum 1 year work experience as a hospital medicines management Pharmacy Technician.
- Minimum 1 year work experience manufacturing products in a clean room environment including cytotoxic drugs.
- Computer literate with experience in using a pharmacy computer system for ordering and dispensing patient specific medications.
- Completed a Pharmacy Board approved aseptic and cytotoxic manufacturing course (or equivalent)

**Desirable:**

- Hospital Pharmacy Technician with a minimum 5 years work experience.
- Prior work with paediatric patients or cancer patients.
- Familiarity with the Pharmaceutical Benefits Scheme.
- Experience in previous cost saving initiatives or projects.

**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's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

**KEY SELECTION CRITERIA**

- (Ability to work independently and efficiently without constant supervision.
- Demonstrate accuracy and attention to detail.
- Excellent communication skills.
- Computer literate.
- Team work skills and ability to use own initiative.

**IMPORTANT INFORMATION**

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

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

**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, all members of the LGBTQI community and people with disability.**

**Position description last updated**

**May 2021**