

Position Description

Position title	Medicines Management Pharmacy Technician - Surgical
Department / Division	Pharmacy/ Access & Clinical Operations
Classification	Grade 3 (TH10)
Position reports to	Lead Pharmacy Technician
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

<p>ROLE CONTEXT</p> <p>The Medicines Management Technician – Surgical is part of the Pharmacy Department. They work directly with the pharmacists and patients admitted under a surgical bed card.</p>

<p>ROLE PURPOSE</p>

The role of the Medicines Management Technician – Surgical is to assist with the provision of pharmaceutical care to patients on the surgical wards. This includes supporting best use of medications, and facilitating access and flow through the RCH by efficiently dispensing discharge medications.

KEY ACCOUNTABILITIES

- Introduce and develop the surgical Medicines Management Technician.
- Provide comprehensive, professional, and high-quality technical support in the provision of pharmaceutical services.
- Work independently in technical tasks, being able to prioritize own workload and refer to the rotational surgical pharmacist where appropriate and with ward staff about discharge planning.
- Order, dispense and deliver in a timely manner non imprest medications for inpatients
- 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 regarding surgical patients.
- Manufacture sterile/non-sterile following the requirements of clean room working and aseptic technique when required.
- Prioritize, dispense and co-ordinate discharge medications including administration charts to surgical patients.
- Liaise with the pharmacists, medical and nursing staff regarding PBS requirements for prescriptions
- Liaise with patients and families about their medication needs and instruction on taking medications.
- 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.
- Participate on the weekend and public holiday roster

QUALIFICATIONS AND EXPERIENCE

Essential:

- Experienced Hospital Pharmacy Technician

Desirable:

- Familiarity with the Pharmaceutical Benefits Scheme
- Significant dispensing experience
- Familiarity with Merlin® and Epic® computer systems
- Completed or working towards Certificate III or IV in Hospital Pharmacy

KEY SELECTION CRITERIA

- Ability to work without constant supervision
- Attention to accuracy and detail
- Ability to communicate and co-operate with a broad range of people
- Developed problem solving skills

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

All 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 LGBTQI community and people with disability.

Position description last updated

February 2026

