

## Position Description

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| <b>Position title</b>                       | Pharmacy Technician (Rotational)                                                                                                          |
| <b>Department / Division</b>                | Pharmacy/Ambulatory                                                                                                                       |
| <b>Classification</b>                       | Grade 2 (TH6)                                                                                                                             |
| <b>Position reports to</b>                  | Senior Pharmacist of the area rostered and Deputy Director of Pharmacy                                                                    |
| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</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 <a href="http://www.rch.org.au">www.rch.org.au</a></p> |

| ROLE CONTEXT                                                                                                                                                                                                                           |
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| <p>The RCH Pharmacy Department provides a specialised Paediatric Pharmacy service across the hospital including to inpatient wards, outpatients and compounding services. The department comprises of pharmacists and technicians.</p> |

## ROLE PURPOSE

The role of the pharmacy technician is to support the Pharmacy Department in the provision of services across the hospital. This will include impresting, stock control, dispensing and compounding of sterile and non-sterile products. Training will be provided.

## KEY ACCOUNTABILITIES

The function and overall responsibility of this position is made up of a number of roles within the department. Specific accountabilities are dependent upon where the technician is rostered for a part of, or the entire day. Most of the pharmacy technicians rotate through most areas of the department. These are made up of:

- Sterile production/preparation area duties
- Setting up of cabinets and filtration equipment
- Cleaning and sterilising equipment and work areas
- Imprest scanning and delivering of medications to clinical areas
- Dispensing prescriptions and working as part of the out-patient team
- Compounding sterile and non-sterile medications
- Recording in the S8 registers and preparing S4D and S8 medications for clinical areas
- Maintaining stock of equipment and consumables
- Reporting statistics and 'housekeeping' tasks
- Restocking and delivery of imprests as required or assigned
- Receiving prescriptions (dispensary window) and assembling medications and requisitions
- Answering telephones and maintaining civil and professional interactions with all patients and clients
- Prepare stock lists and restocking department area
- Packing medications and other medication posting tasks
- Processing prescriptions, including computer entry and assembling items - under the direct supervision of a pharmacist
- Preparing and manufacturing non-sterile pharmaceutical products, under the guidance of a supervising pharmacist
- Assessing with responsible staff members and agreeing to undertake other duties
- Work as part of the roster for weekends and public holidays

## QUALIFICATIONS AND EXPERIENCE

Essential:

- Experience as a Pharmacy Technician OR experience working in a science or laboratory-based field

Desirable:

- Experience working in a busy environment especially those involving working directly with the public
- Familiarity with the Pharmaceutical Benefits Scheme
- Suitable Hospital Pharmacy Technician course (Certificate III or IV), or working towards a qualification
- Certification or experience in manufacturing intravenous solutions and other sterile pharmaceutical products

## 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

September 2025