

Position Description

Position title	Pharmacy Technician – Children's Cancer Centre
Department / Division	Pharmacy/Ambulatory
Classification	Grade 2 (TH6)
Position reports to	Senior Oncology Pharmacists
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 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 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>
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<p>ROLE PURPOSE</p> <p>The role of the oncology technician is to support the Oncology Pharmacy Team in the provision of services to inpatients and outpatient in the Children's Cancer Centre. This will include impresting, stock control, chemotherapy manufacturing (after appropriate training), dispensing and administration work related to the PBS.</p>
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KEY ACCOUNTABILITIES

- Preparation of non-cytotoxic injections and IV solutions in Biological Safety Cabinet. This includes worksheet preparation, initial calculations, label preparation and maintenance of patient records, as well as aseptic manufacture, under supervision.
- Preparation of cytotoxic injections, IV solutions and other products in suitable Cytotoxic Safety Cabinets and approved work areas
- Stock control (stock ordering, stock level control), batch recording, expiry date control, stocking shelves. Liaise with the Pharmacy Purchasing Officer, under supervision.
- Cleaning laminar flow cabinets.
- Contribution to sterile/aseptic manufacturing workflow
- General clerical duties, including answering telephones, filing, record keeping.
- General dispensing duties including PBS dispensing, in-patient dispensing and patient record keeping, under supervision.
- Maintenance of Section 100 and PBS dispensing records.
- Liaison with prescribers regarding prescription requirements and maintain all records needed.
- Other duties as specified by supervisor.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Experienced Pharmacy Technician, science or laboratory background

Desirable:

- Experience with manufacturing sterile and non-sterile products
- Familiarity with the Pharmaceutical Benefits Scheme
- 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 2024