

POSITION DESCRIPTION

Position Title:	Pharmacy Purchasing Officer
Business Unit/Department:	Pharmacy
Division:	Clinical Support & Specialist Clinics
Award/Agreement:	Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
Classification:	Grade 3 (HS3)
Reports To:	Pharmacy Procurement Manager
Direct Reports:	Nil
Date Prepared/Updated:	18 October 2024

Position Purpose
As a key member of the pharmacy purchasing team, the primary responsibility of this position is to lead purchasing and inventory management activities throughout the business using best practise and in accordance with health services policies, procedures and probity guidelines. These activities involve overseeing and providing support in purchasing activities at required sites, inventory catalogue and data management for main store and automated drug cabinets, and training and support to other staff in purchasing activities. This position will be expected to contribute to the completion of some purchasing workload within the procurement team.
Business Unit Overview
<p>The Western Health Pharmacy Service provides a comprehensive, professional pharmacy service to the wards and departments of Sunshine (including Joan Kirner Women's and Children's Hospital), Sunbury, Footscray and Williamstown Hospitals as well as Melton and Bacchus Marsh campuses and Dame Phyllis Frost Centre.</p> <p>The objectives of the service are:</p> <ul style="list-style-type: none"> • To ensure safe, rational and cost-effective use of medicines. • To provide up to date expert information and advice on drugs and drug therapy to patients and staff of Western Health. • To offer effective and efficient procurement and distribution of medications. • To provide support for education and research
Key Responsibilities
<p>Growing and improving care</p> <ul style="list-style-type: none"> • Ensure that day-to-day activities of pharmacy purchasing at Western Health sites meet clearly defined standards, budgets and time frames.

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- Ensure that pharmaceutical procurement and pharmacy stores activities comply with Western Health policy, procedures, Delegations of Authority and legislation.
- Maintain and report indicators of efficient and effective pharmaceutical procurement and implement resultant improvement activities as necessary.
- Utilise the WH pharmaceutical procurement service's electronic ordering and receiving processes to meet Western Health and legislative requirements.
- Assist with the coordination of Drug Recalls to ensure completion is communicated within 2 days of the recall date.
- Coordinated and submit consolidated pharmacy purchasing reports
- Help extract dispensing and stores transaction data from the relevant IT systems, review for errors and forward to relevant senior pharmacy staff members to follow up.
- Help the pharmacy procurement manager to provide end of month finance reports as per pharmacy procedure.
- Assist in the recruitment and selection of permanent and temporary staff for positions within the pharmacy purchasing team
- Assist with the review, update and maintenance of relevant Western Health pharmacy purchasing standard operating procedures.

Communicating clearly

- Work collaboratively to achieve desired outcomes for the organisation.
- Assist the Pharmacy Procurement manager through the coordination of purchasing, product and inventory management activities
- Liaise and coordinate with pharmacy technicians, stores technicians, purchasing officers and pharmacists in relation to incoming orders or changes to stock availability
- Uphold a high level of verbal and written skill in communication to internal and external staff
- Allocate staff and resources to ensure activities of purchasing are carried out efficiently and effectively
- Communicate and liaise with pharmacists regarding product that are not available
- Manage, maintain and respond to email and phone enquiries
- Ensure the maintenance of out of stocks list when stock is unavailable
- Provide timely responses and support to customer queries through communication channels

Being socially responsible and sustainable

- Assist with the review and alignment of pharmacy stores across organisation in collaboration with purchasing officers and senior technicians
- Analyse stock accuracy reports (cyclic counts, stocktake and transactions)
- Implement, co-ordinate and support the high-cost cycle counts and provide an independent review of high-cost stock levels under Pharmacy procurement manager guidance
- Assist with the coordination and running of annual stocktakes with stock variances explained and store process improvements implemented.
- Support and manage stock with the PBS pricing disclosure levels under the pharmacy procurement managers guidance
- Alignment of stock levels held in stores (Forecasting/Min Max planning) with recommendation provided to the Pharmacy procurement manager
- Manage the reduction of critical, slow moving and obsolete stock
- Inventory management of main stores and automated machine
- In collaboration with the Pharmacy Procurement Manager, ensure expiry date checking policies are followed at all pharmacy stores to ensure that only in-date stock is available for issue.
- Coordinate access to alternative stock where products are unavailable to purchase, in conjunction with the Medicines Shortages Pharmacist and Deputy Director of Pharmacy - Operations.
- Help coordinating the implementation of all HSV contract updates. Report on the impact to Western Health of HSV contract updates.

Empowering our people

- Support purchasing officers in day to day purchasing activity
- Active participation in staff training in purchasing and store

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- Help the pharmacy procurement manager to lead the pharmacy store team and purchasing officers.
- Setting up new suppliers in the pharmacy medication management software

Miscellaneous

- To complete other duties as requested by the Pharmacy Procurement Manager/Deputy Director of Pharmacy-Operations/Director of Pharmacy.
- Be an active participant in helping improve and streamline purchasing team processes
- Report all hazards or safety concerns to the Pharmacy Procurement Manager
- Maintenance of ongoing personal professional development / continuing education
- Identifying, encouraging and monitoring the continuing development of others within a learning culture
- Covering annual leave or sick leaves within Procurement Team including Pharmacy Procurement Manager role
- Be a point of contact for respective site in absence of Pharmacy Procurement Manager

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Deputy Directors of Pharmacy
- Medicines Shortages and Governance Pharmacist
- Lead Pharmacist – Medicines Strategy
- Pharmacy staff members
- Western Health Procurement Services staff members

External:

- Pharmaceutical Wholesalers
- Pharmaceutical Companies/Suppliers
- Other Health Organisations
- Healthshare Victoria
- Department of Health

Selection Criteria

Essential

- Minimum 3 - 5 years purchasing or stores experience in community, private or public hospital pharmacy
- Knowledge and experience in a purchasing/inventory control role.
- Knowledge and experience with contract management
- Pro-active in continuous improvement
- Flexible and pragmatic approach
- High problem-solving skills
- Experience with Microsoft Office, Excel, access and inventory software
- Excellent written, verbal and virtual communication and interpersonal skills.
- Be flexible to work across different Western health site(s) as per Business needs.
- Capacity to assign priority to responsibilities and to meet time constraints.
- Demonstrated understanding of customer service of internal and external customers and is committed to effectively meet their needs in a helpful and professional manner.

Desirable

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- Formal education:- either completed or undertaking tertiary qualification, in Supply & Inventory management
- Previous experience or demonstrated understanding of the Healthcare industry.
- Proficiency with Merlin pharmacy stock management system

Knowledge and Skills:

- High level communication, both written and verbal, demonstrated high level of interpersonal skills with consumers, their families and all health care professionals
- Commitment to ongoing professional development
- Computer literacy and embracing of health technologies and informatics

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____

Date: [Click here to enter a date.](#)