

Position Description

Pharmacy Storeperson

Classification:	GK6
Business unit/department:	Pharmacy Department
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	38 hours
Reports to:	Pharmacy Store Manager
Direct reports:	NA
Financial management:	Budget:
Date:	November 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The pharmacy storeperson, under the guidance and supervision of the Pharmacy Store Manager, will participate in all activities of the pharmacy store. The major responsibilities of this position are: receiving pharmaceuticals from suppliers, processing requisitions, distributing pharmaceuticals and intravenous fluids, performing expiry date checking and assisting in inventory and logistics management.

Key customers are: Pharmacy staff, Patients, Nurses, and other hospital staff.

About the Directorate/Division/Department

The Pharmacy Department Mission Statement is: “Working together to provide optimum pharmaceutical care”.

Comprehensive pharmacy services are provided at the two main sites of Austin and Repatriation campuses and also to Royal Talbot Rehabilitation Centre. Pharmacy staff participate in a coordinated work team via a roster system, and they work at different sites (as needed) in order to provide an integrated, high quality service to all pharmacy department customers.

Position responsibilities

Pharmaceutical Distribution

- Receive, order and distribute intravenous fluids to hospital areas.
- Receive daily orders from suppliers in accordance with pharmacy store operating procedures, including checking and marking off the invoices, entering data into the pharmacy system, and putting away the orders.
- Pick and pack requisition and orders.
- Deliver orders to the designated areas.
- Check and replenish ward and departmental imprests.
- Assist the Pharmacy Store Manager to complete inventory cycle counts.
- Complete expiry date checks on the allocated areas.
- Process inpatient medication returns, return stock to the store, and securely discard returned patients' medication as required.
- Participate in relevant quality assurance activities as required.
- Participate in the training and/or orientation of new store staff members.
- Participate in rotational roster of Pharmacy Store, including medication fridge cleaning.
- Work on any campus as required to support operational requirements.
- Perform other tasks as assigned.

Outcome Measures:

- Competent in performing the general store tasks effectively.
- Competent in replenishing ward and departmental imprests accurately and efficiently
- Maintain a working knowledge of medicines handled in the pharmacy department. This includes, but is not limited to, identifying medicines that are light sensitive, require refrigeration, etc.
- Relevant documentation completed by the end of each working day.
- Expiry date checking policies are followed so that only in-date is available for issue.



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Selection criteria

Essential skills and experience:

- Customer focus approach to work and service quality
- Warehousing experience
- Effective communication skills
- Willingness to work effectively as a pharmacy department team member
- Willingness to perform routine, repetitive tasks
- Willing to learn new tasks and use initiative
- Careful attention to detail at all times
- Organised approach to workflow
- Proven ability to work independently
- Basic computer skills

Desirable but not essential:

- Previous hospital pharmacy experience
- Experience in a similar role
- Possess a Victorian Certificate of Education (VCE) or a certificate of equivalency
- Forklift license

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).



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- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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