

This is a LocumCo Position Description Template that can be easily customised for any permanent role within your pharmacy. Whether you're hiring for a full-time, part-time, or casual position, this template helps you clearly outline the key job requirements, responsibilities, and qualifications. It's designed to ensure you attract the right candidates and streamline your hiring process, all while maintaining a professional and structured approach.



LocumCo's Tip: It's important to include specific numbers or clear direction for each responsibility to ensure clarity and set expectations for the role.

POSITION DESCRIPTION:

Position Title:

Location:

Reports To:

Employment Type:

Date:



ABOUT US

is a well-established, community-focused pharmacy dedicated to providing high-quality healthcare services to our local community. We are committed to helping our customers achieve optimal health through expert advice, safe medication management, and professional services.

Join us and contribute to improving the health and wellbeing of the local community, while enjoying a rewarding career with ongoing professional development.

POSITION OVERVIEW

As a , you will be responsible for dispensing medications, providing health advice, and delivering pharmacy services to customers. You'll play a crucial role in helping patients with their healthcare needs, including medication reviews, immunisations, and more.

This is a permanent position with the opportunity for career progression, a great work-life balance, and professional growth in a supportive environment.



KEY RESPONSIBILITIES



DISPENSE MEDICATIONS:

Accurately dispense prescription medications in compliance with relevant pharmacy laws, including the **Pharmaceutical Benefits Scheme (PBS)**.



COLLABORATION:

Work with healthcare professionals to optimise patient outcomes and provide integrated care.



CUSTOMER SERVICE:

Provide expert advice to customers on medications, health conditions, and over-the-counter products in a friendly and professional manner.



STOCK MANAGEMENT:

Assist with managing pharmacy stock, including ordering and ensuring medication availability.



MEDICATION REVIEWS:

Conduct **MedsCheck** and other medication management services to assist customers with chronic conditions or multiple medications.



PHARMACY OPERATIONS:

Handle the processing of prescriptions, maintaining accurate patient records, and completing point-of-sale transactions.



IMMUNISATIONS:

Provide immunisation services as required and in line with your qualifications and pharmacy needs.



REGULATORY COMPLIANCE:

Ensure the pharmacy adheres to all Australian laws, regulations, and industry standards (e.g., **Australian Health Practitioner Regulation Agency (AHPRA)** requirements)



PROFESSIONAL DEVELOPMENT:

Participate in ongoing training, stay up to date with industry developments, and engage in continuing education.





KEY REQUIREMENTS



QUALIFICATIONS:

- Bachelor of Pharmacy or equivalent from an accredited institution.
- Current registration with the **Pharmacy Board of Australia** (AHPRA).
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EXPERIENCE:

- Previous experience in community pharmacy is preferred but not essential.
- Knowledge of the PBS and other Australian pharmacy regulations.



SKILLS & ATTRIBUTES:

- Strong communication skills with the ability to provide clear and accurate information to customers.
- High attention to detail and accuracy in dispensing.
- Ability to work independently and as part of a team.
- Excellent organisational and time management skills.
- Customer-focused and compassionate approach to patient care.



OTHER REQUIREMENTS:

- Availability to work flexible hours, including evenings and weekends, as required.
- Valid **Working with Children Check** (WWCC), if required.
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■ BENEFITS & REMUNERATION



Competitive salary based on experience and qualifications



Ongoing professional development and educational opportunities.



Supportive work environment with a team-oriented approach.



Employee discounts on medications and health products.



Flexible work hours to promote a healthy work-life balance.

