

12

ELEMENT

WHAT YOU NEED TO DO	PROCEDURES/TEMPLATES	NOTES
Develop position descriptions for all positions within the pharmacy.	T12A Position Description	No additional notes.
Develop the procedure and any associated forms for employing staff.	P12A Employing Staff T12B Selection Criteria T12C Application for Employment T12D Reference Check	No additional notes.
No initial implementation required.	T14B Record of Interview	No additional notes.
Develop a standard Offer of Employment which sets out the terms and conditions of engagement prior to commencing employment.	T12E Offer of Employment	Details of an individual's conditions of employment will not be subject to assessment.
Obtain and store the completed offer of employment within the applicant's personnel file.	T12E Offer of Employment	Details of an individual's conditions of employment will not be subject to assessment.
Determine how interviewees not selected for employment are advised. Develop any necessary forms.	T12F Letter to Unsuccessful Applicants	Advice of rejection of employment does not need to be in writing. If verbal advice is provided, record when the advice was provided.

RESOURCES

QCPP www.qcpp.com

The Pharmacy Guild of Australia

www.guild.org.au

The Pharmacy Guild of Australia's State Branches can provide workplace relations support to Guild Members.

Fair Work Ombudsman www.fairwork.gov.au

13 INDUCTING STAFF

The pharmacy will have a system that is used for inducting staff by:

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ACTION REQUIRED TO MEET THE STANDARD	EVIDENCE REQUIRED AT ASSESSMENT
<p>1 ensuring there is an induction program</p>	<p>The inducting staff procedure and checklist.</p>
<p>2 ensuring new staff members have completed their induction program within three months of them commencing employment</p>	<p>The completed induction checklist for the last five staff members to be employed or all staff inducted in the previous two years, whichever is less.</p>
<p>3 ensuring new staff members are capable of applying the procedures applicable to them, as identified in their induction program</p>	<p>The completed declaration for those staff members identified in Action 2. Proof that new staff members are capable of applying the procedures applicable to them.</p>

MANDATORY ACTIONS

All actions shown above are mandatory for accreditation.

SCOPE OF ELEMENT

For the purpose of this Element, staff members include full time, part time and casual staff, contractors, product demonstrators, university students or work experience students.

If the pharmacy does not employ staff this Element is not applicable. If no staff members have been recruited in the previous two years, this Element will not be assessed.

This Element relates to clause 4.13 of AS 85000:2011 Quality Care Pharmacy Standard – quality management system for pharmacies in Australia.