

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

<May 2016>

This Position Description is a guide and will vary from time to time and
between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

CLINICAL PHARMACY SUPERVISOR

REPORTS TO (Title):

MANAGER, PHARMACY SERVICES

REPORTS ON A DAILY BASIS TO:

As above

PRINCIPAL OBJECTIVES

To maintain and develop an efficient clinical pharmacy service which meets the needs of patients and other staff and which is consistent with the objectives of the Pharmacy Service and Canterbury DHB.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Manager; Pharmacy Services staff; Clinical Pharmacology Department staff
2	Clinical Directors
3	Medical, nursing and allied health staff
4	Clinical Team Leaders

EXTERNALLY:

1	Pharmaceutical suppliers; community pharmacies
2	Schools of Pharmacy – University of Otago/University of Auckland
3	Ministry of Health
4	Pharmaceutical Society

KEY PERFORMANCE OBJECTIVES:

Task	1. The Clinical Pharmacy Supervisor is responsible for developing and setting the goals and objectives of clinical pharmacy services which meet the needs of clients.
Expected Result	(a) Goals and objectives are developed for Clinical Pharmacy Services (b) Standard Operating Procedures for Clinical Pharmacy services are maintained to reflect accurately the services provided (c) Ongoing liaison is maintained with clients to ensure services provided meet their requirements (d) Relevant information is communicated to pharmacy staff (e) Clinical services provided are consistent across the service and are prioritised for the greatest overall benefit
Task	2. The Clinical Pharmacy Supervisor is responsible for overseeing the provision of a high quality clinical pharmacy service to wards consistent with the 'Clinical Pharmacy Services' document and the Standard Operating Procedures.
Expected Result	(a) Services are provided in line with patient and other staff needs. (b) Clinical staff are enabled to maintain knowledge of new and evolving therapies (c) Orientation of new staff incorporates understanding of the expectation of clinical pharmacy services. (d) Patient care activities and education are overseen (e) A personal commitment to providing comprehensive clinical pharmacy services to (a) clinical specialty area(s) is maintained
Task	3. The Clinical Pharmacy Supervisor is responsible for rostering staff to clinical activities and processing their leave requests.
Expected Result	(a) Clinical roster is produced/ maintained (b) Leave roster is maintained (c) Duties of absent staff are covered within available staff resources
Task	4. The Clinical Pharmacy Supervisor is responsible for liaising with the Clinical Pharmacology Department and the Medicines Information Service.
Expected Result	(a) Liaison on matters of mutual interest is maintained. (b) Opportunities to develop stronger relationships between the three services are identified
Task	5. The Clinical Pharmacy Supervisor is responsible for informing the Manager of operational issues and matters that affect the provision of an effective clinical pharmacy service.
Expected Result	(a) Information is provided in a timely and appropriate way to ensure the most effective clinical pharmacy service can be maintained/developed
Task	6. The Clinical Pharmacy Supervisor is responsible for maintaining their own area of professional skill and development and overseeing the professional development of other clinical pharmacists.
Expected Result	(a) Training and education is facilitated as required (b) Involvement in department's professional development programme is maintained (c) Mentorship to other clinical pharmacists is provided
Task	7. The Clinical Pharmacy Supervisor will oversee pharmacist involvement in research/audit activities.
Expected Result	(a) Liaison occurs with pharmacy staff and others involved (b) Research/audit activities are facilitated (may be delegated)
Task	8. The Clinical Pharmacy Supervisor <u>may</u> participate in the after hours on-call roster

Expected Result	(a) Service is provided consistent with the Standard Operating Procedures (b) Information is provided and/or requested medication supplied as appropriate
Task	9. The Clinical Pharmacy Supervisor is responsible for the overall supervision of Team Leaders, clinical pharmacists and intern pharmacists engaged in provision of clinical services to Christchurch and Christchurch Women's Hospitals
Expected Result	(a) Staff are appropriately supervised (b) Annual performance appraisals and interim performance reviews are conducted appropriately for Team Leaders (c) Appropriate mentoring/supervision is organised for new clinical pharmacy staff
Task	10. The Clinical Pharmacy Supervisor is a member of the Christchurch Hospital Pharmacy Department Management team and the DHB wide Pharmacy Management team
Expected Result	(a) Issues with respect to the Clinical Pharmacy Services are discussed with a wider forum to ensure best practice, consistency and appropriateness for the service as a whole (b) Expertise and ideas are provided to the group on issues that involve Clinical Pharmacy Services (c) A continuous contribution to service developments is made
Task	11. The Clinical Pharmacy Supervisor will liaise with other DHB staff as part of service provision or development
Expected Result	(a) Key DHB staff eg Allied Health Director, Directors of Nursing, Clinical Directors will be advised, consulted, involved in proposed Clinical Pharmacy service developments/issues (b) As appropriate, membership/attendance of DHB committees/subcommittees/meetings where clinical pharmacy service may be affected or in an advisory role to these committees/meetings
Task	12. The Clinical Pharmacy Supervisor will undertake any other duties consistent with the above position description (including dispensing and production activities) as reasonably requested by the Manager – Pharmacy Services from time-to-time
Expected Result	(a) All duties undertaken in the best interest of Canterbury DHB are carried out in an efficient and competent manner.
General Requirements for Supervisory Staff	
Task	11. To maintain knowledge of and promote Canterbury DHB health and safety systems and policies to staff ensuring that all employees are given information on the hazards and controls that could be encountered while they are at work
Task	12. Report as required to Canterbury DHB management on health and safety issues
Task	13. All employees are given in a manner they understand, information on the hazards they will encounter at work
Task	14. Ensure all accidents are reported and investigated and ensure relevant documentation is completed accurately
Task	15. All new staff have been inducted in health and safety policies and procedures relevant to their position
Task	16. Ensure regular audits are carried out to monitor hazard controls and to identify new hazards

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- be a New Zealand registered pharmacist with a current annual practising certificate and scope of practice which enables the undertaking of the duties of this position
- have significant (> 5yrs) post registration clinical pharmacy experience
- previous supervisory/managerial experience
- have a post-graduate qualification in clinical pharmacy
- be client focused and committed to providing a high quality service
- possess effective interpersonal skills and be able to work as part of a team
- have well developed written and oral communication skills
- have well developed computer (user) skills in standard Microsoft applications
- be able to write and collate technical documents
- have the ability to supervise and train staff

PERSONAL ATTRIBUTES:

MANDATORY

Key Behaviours:

- Ability to "work together" in a truthful and helpful manner.
- Ability to "work smarter" by being innovative and proactive.
- Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.