

POSITION DESCRIPTION

<August 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:

PHARMACY INTERN (Intern Pharmacist)

REPORTS TO (Title):

PRECEPTOR PHARMACIST AND MANAGER,
PHARMACY SERVICES

REPORTS ON A DAILY BASIS TO:

AREA SUPERVISORS or SENIOR PHARMACISTS

PRINCIPAL OBJECTIVES

To assist in providing an efficient pharmaceutical service while developing competence and professional judgement in preparation for registration as a pharmacist.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

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|---|--|
| 1 | As required with the nominated preceptor (Pharmacist nominated for responsibility of intern pharmacist training); Manager – Pharmacy Services; all Pharmacy staff; medical and nursing staff; Clinical Pharmacology staff; Education & Training Pharmacist; Medication Safety Pharmacist |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

EXTERNALLY:

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|---|--|
| 1 | As required with the Director of Education and Training, Pharmacy Council. |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

KEY PERFORMANCE OBJECTIVES:

Task	1. The Intern Pharmacist is responsible for dispensing medication for outpatients and inpatients.
Expected Result	(a) An efficient dispensary service is provided consistent with standard operating procedures. (b) Appropriate dispensing and computer records maintained.
Task	2. The Intern Pharmacist is responsible for assisting in the compounding of extemporaneous products.
Expected Result	(a) Activities are consistent with standard operating procedures. (b) Compounding and computer records are maintained.
Task	3. The Intern Pharmacist is responsible for assisting in the preparation and dispensing of sterile products.
Expected Result	(a) Activities are consistent with standard operating procedures. (b) Production and computer records are maintained.
Task	4. The Intern Pharmacist is responsible for assisting in the dispensing of cytotoxic products.
Expected Result	(a) Activities are consistent with standard operating procedures. (b) Computer records are maintained.
Task	5. The Intern Pharmacist is responsible for providing a ward/clinical pharmacy service to designated ward(s) in association with preceptor or other pharmacists.
Expected Result	(a) An efficient clinical pharmacy service is maintained.
Task	6. The Intern Pharmacist is responsible for answering routine drug information enquiries directed to the department.
Expected Result	(a) Drug information is provided in an accurate and timely manner or referred on to a pharmacist or the Medicine Information Service.
Task	7. The Intern Pharmacist will undertake any other duties as reasonably requested by the Preceptor Pharmacist or the Manager – Pharmacy Services from time-to-time.
Expected Result	(a) All duties undertaken in the best interests of Canterbury DHB are carried out in an efficient and competent manner.

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**

- A current annual practising certificate as an intern pharmacist and scope of practice which enables the undertaking of the duties of this position.

Desirable

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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.

DESIRABLE**LIMITATIONS ON AUTHORITY:**

No purchasing authority.

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.