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| **POSITION DESCRIPTION** | logo300 |

<November 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

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| 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. | | | | |
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| 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 | | | | |
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| **POSITION TITLE:** | | | PHARMACY TECHNICIAN (rotational across all sites) | |
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| **REPORTS TO (Title):** | | | MANAGER, PHARMACY SERVICES | |
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| **REPORTS ON A DAILY BASIS TO:** | | | Technician Supervisor & Area Supervisors or Senior Pharmacists | |
| **PRINCIPAL OBJECTIVES** | | | | |
| To carry out various rostered duties, maintaining an efficient pharmaceutical service which meets the needs of patients and other health professionals. | | | | |
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| **FUNCTIONAL RELATIONSHIPS:** | | | | |
| **INTERNALLY:** | | | | |
| 1 | As required with the Pharmacy Technician Supervisor, Manager – Pharmacy Services, Area Supervisors, Senior Pharmacists, Other pharmacy staff | | | |
| 2 | Medical and nursing staff | | | |
| **EXTERNALLY:** | | | |
| 1 | | As required with clients/patients | |
| 2 | | As required with community health providers | |
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| **KEY PERFORMANCE OBJECTIVES:**  **Note: Due to rostering and other operational requirements not all Pharmacy Technicians will be required to routinely perform every task contained within this position description.** | |
| Task | 1. The Pharmacy Technician is responsible for dispensing inpatient and outpatient medication, and attending to administrative tasks associated with the dispensary. |
| Expected Result | 1. An efficient and accurate dispensary service is provided, consistent with standard operating procedures, which meets the needs and expectations of patients and other health professionals. 2. Appropriate dispensing and computer records maintained. 3. All clinical decisions are referred to a pharmacist. |
| Task | 2. The Pharmacy Technician is responsible for assisting in the compounding of extemporaneous products. |
| Expected Result | 1. Activities are consistent with standard operating procedures and meet the needs and expectations of patients and other health professionals. 2. Production records are maintained. 3. Computer records maintained. |
| Task | 3. The Pharmacy Technician is responsible for assisting in the preparation and dispensing of sterile products. |
| Expected Result | 1. Activities are consistent with standard operating procedures and meet the needs and expectations of patients and other health professionals. 2. Production records are maintained. 3. Computer records are maintained. |
| Task | 4. The Pharmacy Technician is responsible for assisting in the dispensing of cytotoxic products. |
| Expected Result | 1. Activities are consistent with standard operating procedures and meet the needs of patients and other health professionals. 2. Computer records are maintained. |
| Task | 5. The Pharmacy Technician is responsible for assisting with the provision of clinical pharmacy services to wards/patients. |
| Expected Result | 1. Medicines reconciliation activity is supported. 2. Liaison is maintained with clinical charge nurses, ward pharmacists, MDT members, patients and their families and community providers. 3. Patient discharges are facilitated via pre-population of yellow cards and patient counselling. |
| Task | 6. The Pharmacy Technician is responsible for collating and issuing of Controlled Drug orders. |
| Expected Result | (a) Activities are consistent with statutory requirements and standard operating procedures. |
| Task | 7. The Pharmacy Technician is responsible for carrying out general housekeeping duties in the pharmacy. |
| Expected Result | 1. The pharmacy and its equipment are maintained in a clean and tidy manner. 2. Supplies of consumables and re-usables are maintained. |
| Task | 8. The Pharmacy Technician is responsible for assisting in general stock control and computer data entry of stock movements. |
| Expected Result | (a) All stock data transactions are processed promptly and accurately (b) Adequate levels of pharmacy stock are maintained  (c) Short-dated stock is monitored and rotated for use elsewhere before expiry. |
| Task | 9. The Pharmacy Technician is responsible for assisting in clinical trial administration. |
| Expected Result | 1. Accurate records are kept of all clinical trial activities. 2. Stock control activities are carried out in a timely manner. 3. Requirements for communication with other trial personnel are met. 4. Documents are prepared which enable pharmacy requirements for GMP to be met. |
| Task | 10. The Pharmacy Technician is responsible for assisting in the operational (but not clinical) training of other staff. |
| Expected Result | 1. Staff are trained according to the standard training programme and Standard operating procedures of each area. |
| Task | 11. The Pharmacy Technician will undertake any other duties consistent with the above position description which are operationally necessary and requested by the Pharmacy Manager, Senior Pharmacist or Technician Supervisor. |
| Expected Result | 1. All duties undertaken in the best interest of Canterbury DHB are carried out in a competent and efficient manner. 2. Rotates as required between CDHB pharmacy sites. |

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| **HEALTH & SAFETY:** All staff will |
| * Observe all Canterbury DHB safe work procedures and instructions * Ensure their 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 their supervisor or manager * Co-operate with the monitoring of workplace hazards and employees health * Ensure that all accidents or incidents are promptly reported to their 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 their manager if unsure of any work practice |

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| **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. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| Essential   * Must have a Pharmacy Technician’s Certificate (level 5) , or be upgrading to the former from an equivalent overseas qualification. * Must be client focused and committed to providing a high quality service. * Must possess effective interpersonal skills and be able to work as part of a team. * Must have good communication and time management skills. * Must be in good physical health and possess normal manual dexterity.   Desirable   * Hospital Pharmacy experience |

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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. |

**LIMITATIONS ON AUTHORITY:**

No purchasing authority. May requisition consumables from Supply Department (Maximum $500).

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.