

POSITION DESCRIPTION

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

July 2024

Health New Zealand (HNZ) Waitaha Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Pharmacy Technician (Core) – Pharmacy Services	
Reports to:	<p><i>Reports to on a daily basis, rotation dependent:</i> Christchurch: Area Supervisor, Senior Pharmacy Technician Other Sites: Senior Pharmacist</p> <p><i>Pharmacy Service management:</i> Pharmacy Technician Supervisor (Line manager) Service Manager, Pharmacy Chief Pharmacist, Pharmacy</p>	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Pharmacy management team (all sites); all other Pharmacy staff • Clinical Pharmacology • Clinical Application Support Team (CAST) • Information Services Group (ISG) • Pharmacy • Medical, Nursing and Allied Health staff • Other HNZ Waitaha staff 	<p>External:</p> <ul style="list-style-type: none"> • Clients / Patients / Whanau • Other Community and Hospital Health Providers • Pharmac; Ministry of Health, including but not limited to Sector Operations, Auditors, Medicines Control; Medsafe • New Zealand Hospital Pharmacists Association; Pharmaceutical Society of New Zealand
Organisational Vision:	HNZ Waitaha’s vision is to improve, promote, and protect the health and well-being of the Canterbury community.	
Organisational Values & Philosophy:	<p>HNZ Waitaha is committed to being an excellent and caring funder / provider of health and hospital services, Integral to the achieving of our vision, goals, and objectives of HNZ are the values of the organisation:</p> <ul style="list-style-type: none"> • Care & respect for others • Integrity in all we do • Responsibility for outcomes 	
Principle Objectives:	<ul style="list-style-type: none"> • To provide safe, effective, and efficient pharmaceutical services, which meet the needs of HNZ Waitaha, patients and other health professionals, in compliance with all applicable legislation, standards and guidelines. • To carry out various duties according to site needs and as per roster 	

Key performance objectives:

Due to rostering, campus placement and other operational requirements, not all tasks within the position description may be required to be routinely performed

Task: The Pharmacy Technician (Core) is responsible for dispensing inpatient and outpatient medication and attending to administrative tasks associated with the dispensary and distribution of medicines, including clinical trials, controlled drugs; and for dealing with enquiries directed to the dispensary and distribution services.
Expected results: <ul style="list-style-type: none">• Pharmacy practices are efficient and in keeping with all applicable legislation, New Zealand Pharmacy Standards, SOPs and accepted good practice• Enquiries are answered in an accurate and timely manner• Accurate and appropriate documentation and computer records maintained• All clinical decisions are referred to a pharmacist
Task: The Pharmacy Technician (Core) is responsible for assisting in the repacking and extemporaneous compounding operations as relevant to rotation.
Expected results: <ul style="list-style-type: none">• Repacking and extemporaneous compounding is carried out in accordance with applicable legislation, New Zealand Pharmacy Standards, SOPs and accepted good practice• Satisfactory stock levels of repacking products are maintained• Accurate and appropriate documentation and computer records maintained• All clinical or compounding/formulation issues and decisions are referred to a pharmacist
Task: The Pharmacy Technician (Core) is responsible for assisting in the dispensing and/or preparation of cytotoxic and sterile products through the production unit as relevant to rotation.
Expected results: <ul style="list-style-type: none">• Activities are carried out in accordance with applicable legislation, New Zealand Pharmacy Standards, SOPs and accepted good practice• Accurate and appropriate documentation and computer records maintained• All clinical or compounding/formulation issues and decisions are referred to a pharmacist• All applicable audits are completed• Cytotoxic and other waste is disposed of according to guidelines
Task: The Pharmacy Technician (Core) will assist with the provision of clinical pharmacy services to wards, areas, and patients.
Expected results: <ul style="list-style-type: none">• Ward-based medicines management activities are supported, e.g., medication history, patient counselling, preparation of medication discharge cards• Ward-based education sessions and presentations to patients and other health professionals are carried out within scope, e.g., Presentations related to controlled drugs, role of pharmacy• Effective communication is maintained with clinical charge nurses, ward pharmacists, MDT members, patients and their families, and community providers.
Task:

The Pharmacy Technician (Core) will communicate pharmaceutical requirements to staff responsible for inventory and will respond promptly to medication safety and stock issues as identified by the Medication Safety pharmacist.

Expected results:

- Ward staff and patient/consumer needs are met
- Medication safety and stock issues are dealt with promptly and communicated appropriately as advised by the Medication Safety pharmacist and in accordance with relevant SOPs

Task:

The Pharmacy Technician (Core) will actively participate in the provision of continuing professional development and education roster for pharmacy, and for other health professionals as requested

Expected results:

- Education session delivered as per Pharmacy roster
- All education requests from other health professionals to be communicated to the Education & Training Pharmacist, relevant Team Leader, Senior Pharmacist and/or relevant Area Supervisor
- Knowledge from each rotation is shared to new staff into the rotation

Task:

The Pharmacy Technician (Core) will assist in carrying out general housekeeping duties in the pharmacy

Expected results:

- The pharmacy and its equipment are maintained in a clean and tidy manner.
- Supplies of consumables are maintained.

Task:

The Pharmacy Technician (Core) will undertake any other duties consistent with the above position description which are operationally necessary and are requested by the Chief Pharmacist, Service Manager, Senior Pharmacist, Area Supervisor or Technician Supervisor.

Expected results:

All duties undertaken in the best interest of HNZ Waitaha are carried out in a competent and efficient manner

HEALTH & SAFETY:

- Observe all HNZ Waitaha 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 HNZ Waitaha'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 HNZ Waitaha 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**

- Must have a NZ Pharmacy Technician's Certificate (Level 5), or be upgrading to this qualification
- Must be client focused and committed to providing a high-quality service.
- Must have good written and oral communication skills
- Must possess effective interpersonal skills and be able to work as part of a team.
- Must be committed to continuing education
- Be in good physical health and possess normal manual dexterity.

Desirable

- Have Hospital Pharmacy experience

PERSONAL ATTRIBUTES:**Essential****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
- Possess effective interpersonal skills and be able to work as part of a team.
- Have good time management skills and be able to prioritise effectively.

LIMITATIONS ON AUTHORITY:

- Delegations, including financial, as per HNZ Waitaha policy.