

# 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

January 2020

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

<b>Position Title:</b>	<b>Pharmacy Assistant (Rotational) (all CDHB sites)</b>	
<b>Reports to:</b>	<p><i>Reports to on a daily basis (direct line manager), rotation dependent:</i>  Christchurch (Distribution): Senior Pharmacy Technician (Distribution)  Christchurch (Production/Cytotoxics (NACA)): Production Supervisor, Senior Pharmacy Technician  Other Sites: Senior Pharmacist, Senior Pharmacy Technician</p> <p><i>Pharmacy Service management:</i>  Pharmacy Technician Supervisor  Service Manager, Pharmacy  Professional Lead, Pharmacy</p>	
<b>Key Relationships:</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Pharmacy management team (all sites); all other Pharmacy staff</li> <li>• Medical, Nursing and Allied Health staff</li> <li>• Orderlies, Transport services, Supply department and other DHB staff</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• As required with suppliers, couriers and transport providers.</li> </ul>
<b>Organisational Vision:</b>	The CDHB's vision is to promote, enhance and facilitate the health and wellbeing of the people of the Canterbury District.	
<b>Organisational Values &amp; Philosophy:</b>	<p>The CDHB 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 the DHB are the values of the organisation:</p> <ul style="list-style-type: none"> <li>• Care &amp; respect for others</li> <li>• Integrity in all we do</li> <li>• Responsibility for outcomes</li> </ul>	
<b>Principle Objectives:</b>	<ul style="list-style-type: none"> <li>• To provide an effective and efficient pharmaceutical service, including distribution and management of stock across the CDHB, which meets the needs of the patient and other health professionals.</li> <li>• To ensure compliance with applicable legislation, New Zealand Pharmacy Standards and accepted good practice.</li> <li>• To ensure pharmaceutical services are delivered in a consistent, standardised manner as per CDHB policies and guidelines for optimised patient outcomes.</li> </ul>	

### **Key performance objectives:**

Due to rostering and other operational requirements, not all Pharmacy assistants will be required to routinely perform every task contained within this position description.

<b>Task:</b> <b>The Pharmacy Assistant (Rotational) is responsible for carrying out medication distribution service duties (imprest and requisition) at CDHB hospitals.</b>
Expected results: <ul style="list-style-type: none"><li>• An efficient medication distribution service is provided to wards and areas on the agreed days within a satisfactory timeframe, in keeping with all applicable legislation, Standard Operating Procedures (SOPs), and accepted good practice.</li><li>• Accurate and appropriate documentation and computer records maintained.</li></ul>
<b>Task:</b> <b>The Pharmacy Assistant (Rotational) is responsible for communicating all distribution issues to appropriate personnel.</b>
Expected results: <ul style="list-style-type: none"><li>• Relevant CDHB pharmacy site, direct line manager(s) and other relevant pharmacy staff, ward/area staff (including Charge Unit Managers) are fully informed about stock issues, including stock shortages, brand/packaging changes, short-dated stock.</li><li>• Direct line manager(s) and other relevant pharmacy staff, including the Purchasing Officer and/or Medicine Safety Pharmacist are fully informed about stock issues, and unusual usage or requests.</li></ul>
<b>Task:</b> <b>The Pharmacy Assistant (Rotational) is responsible for routinely checking and identifying expiry dates of specified stock both on wards and within the Pharmacy.</b>
Expected results: <ul style="list-style-type: none"><li>• All obsolete, expired and short-dated stock is identified with a label.</li><li>• Stock is rotated according to expiry date.</li><li>• Direct line manager(s), Purchasing officer and other relevant pharmacy staff are informed of all short-dated stock.</li></ul>
<b>Task:</b> <b>The Pharmacy Assistant (Rotational) is responsible for the delivery of pharmaceuticals (including controlled drugs, cytotoxics and nutrition) to wards and clinical areas throughout CDHB hospital sites.</b>
Expected results: <ul style="list-style-type: none"><li>• Goods are efficiently delivered to the correct location and within the required timeframe, maintaining cold chain as applicable, in keeping with all applicable legislation, Standard Operating Procedures (SOPs), and accepted good practice.</li><li>• Stock is not left unattended during the delivery process.</li><li>• Required audit trail for delivery of Controlled Drugs is kept.</li></ul>
<b>Task:</b> <b>The Pharmacy Assistant (Rotational) is responsible for moving inwards goods into the Pharmacy Department, unpacking and receipting orders, assisting with stock control.</b>

Expected results:

- All goods are promptly moved to the correct storage area within Pharmacy, maintaining cold chain as applicable, in keeping with all applicable legislation, Pharmacy Standards, SOPs, and accepted good practice.
- Purchasing Officer and relevant pharmacy staff are advised of any anomalies, e.g. incomplete order, no paper work, damaged stock.
- Liaises with Purchasing Officer regarding unusual items which may be urgently required in specific areas.
- The dispensing and/or distribution senior technicians, Dispensary Supervisor and/or Senior Pharmacist (site dependent) are alerted to the arrival of urgently requested or previously out-of-stock items.
- Orders are receipted in keeping with all applicable SOPs, DHB delegations and accepted good practice.
- Accurate documentation and computer records are maintained, including supplier key performance indicator data such as delivery times, order errors etc; and reallocation/wastage cost reports when on NACA rotation.

**Task:**

**The Pharmacy Assistant (Rotational) is responsible for maintaining a safe, clean and clutter-free working environment and performing house-keeping duties**

Expected results:

- The work space is maintained in a clean and tidy condition, equipment and benches are kept clean.
- All rubbish and recycling material is promptly removed and appropriately dealt with according to DHB waste management SOPs.
- Supplies of consumables are maintained at required levels by ordering from the supply department as per individual CDHB pharmacy site requirements.
- All documentation and charts are filed accurately.
- NACA products and unit are sanitised and ready for use, including participating in regular clean-downs, while on NACA rotation in keeping with all applicable legislation, Pharmacy Standards, SOPs, and accepted good practice.

**Task:**

**The Pharmacy Assistant (Rotational) is responsible for providing support to the Pharmacy Assistant (Aseptic/cytotoxic (NACA)), the Pharmacy Assistant (Dispensary) and to other CDHB Pharmacy sites as requested.**

Expected results:

- Familiarisation and orientation undertaken in other Pharmacy Assistant roles in the CDHB Pharmacy service.
- Participation in the Pharmacy Assistant rotation roster to all CDHB sites, and rotation into any Pharmacy Assistant role in CDHB Pharmacy services as requested, with appropriate training provided.

**Task:**

**The Pharmacy Assistant (Rotational) will undertake any other duties consistent with the above job description as reasonably requested by their direct line manager(s), Pharmacy Technician Supervisor, Service Manager (Pharmacy) and Professional Lead (Pharmacy).**

Expected results:

- All duties required to be performed in the best interest of CDHB are carried out in a competent and efficient manner.

<b>HEALTH &amp; SAFETY:</b>
<ul style="list-style-type: none"> <li>• Observe all CDHB safe work procedures and instructions</li> <li>• Ensure your own safety and that of others</li> <li>• Report any hazards or potential hazard immediately</li> <li>• Use all protective equipment and wear protective clothing provided</li> <li>• Make unsafe work situations safe or, if they cannot, inform your supervisor or manager</li> <li>• Co-operate with the monitoring of workplace hazards and employees' health</li> <li>• Ensure that all accidents or incidents are promptly reported to your manager</li> <li>• Report early any pain or discomfort</li> <li>• Take an active role in the CDHB's rehabilitation plan, to ensure an early and durable return to work</li> <li>• Seek advice from your manager if you are unsure of any work practice</li> </ul>
<b>QUALITY:</b>
<p>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.</p>
<b>QUALIFICATIONS, SKILLS &amp; EXPERIENCE:</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be in a state of health and physical fitness to enable the key tasks of the position to be performed, i.e. able to walk up to 25km around the hospital each day, push trolleys and move heavy bins and cartons within Health &amp; Safety guidelines.</li> <li>• Competency in using IT tools and the ability to learn new programmes.</li> <li>• Must possess effective communication (written and oral) skills, sharing knowledge as appropriate.</li> <li>• Must have good literacy and numeracy skills.</li> <li>• Must be well organised, have good time management skills, meet deadlines, and prioritise effectively.</li> <li>• Able to identify and utilise strategies for problem solving.</li> <li>• Possess effective interpersonal skills and be able to work as part of a team.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Have previous stores/distribution or hospital pharmacy experience.</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>
<p><b>Essential</b></p> <p><b>Key Behaviours:</b></p> <ul style="list-style-type: none"> <li>• Ability to "work together" in a truthful and helpful manner.</li> <li>• Ability to "work smarter" by being innovative and proactive.</li> <li>• Must be client focused and committed to providing a high-quality service.</li> <li>• Be committed to continuing education and self-improvement.</li> <li>• Accepts responsibility for actions.</li> </ul>
<b>LIMITATIONS ON AUTHORITY:</b>
<ul style="list-style-type: none"> <li>• Delegations, including financial, as per CDHB policy.</li> </ul>