

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

December 2022

Te Whatu Ora 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:	Pharmacist - Pharmacy Services, Canterbury (except Ashburton)	
Reports to:	<p>Pharmacy supervisor (Clinical, dispensary and distribution, aseptic and cytotoxic (NACA)), senior pharmacist (Burwood, Hillmorton), team leader (Christchurch) – direct line reporting (depending on rotation)</p> <p>Service Manager, Pharmacy</p> <p>Professional Lead, Pharmacy</p>	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Pharmacy management team (all sites); all other Pharmacy staff • Clinical Pharmacology department • Medical, Nursing and Allied Health staff • Other internal staff 	<p>External:</p> <ul style="list-style-type: none"> • Consumers; Patients • Community Pharmacies; general practitioners; other community-based health providers • Pharmac; Ministry of Health, including but not limited to Sector Operations, Auditors, Medicines Control; Medsafe • Pharmaceutical Society of New Zealand; Pharmacy Council of New Zealand
Organisational Vision:	Te Whatu Ora Waitaha, Canterbury's vision is to promote, enhance and facilitate the health and wellbeing of the people of the Canterbury District.	
Organisational Values & Philosophy:	<p>Te Whatu Ora, Waitaha, Canterbury 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 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 Objective:	<ul style="list-style-type: none"> • To provide an effective and efficient pharmaceutical service which meets the needs of the patient and other health professionals. • To ensure compliance with applicable legislation, New Zealand Pharmacy Standards and accepted good practice. • To ensure pharmaceutical services are delivered in a consistent, standardised manner as per CDHB policies and guidelines for optimised patient outcomes. 	

Key performance objectives:

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

Task: The pharmacist is responsible for providing a clinical pharmacy service to wards consistent with applicable standard operating procedures (SOPs), service guidelines, standards and best practice.
Expected results: <ul style="list-style-type: none">• Patient, medical and nursing staff needs are met in line with departmental guidelines.• Interaction with ward staff regarding all aspects of drug therapy.• Effective communication with patients and their caregivers over all aspects of drug therapy including self-medication, patient counselling and education sessions.• Accurate and appropriate documentation is maintained.
Task: The pharmacist 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.
Task: The pharmacist is responsible for overseeing the repacking and extemporaneous compounding operations.
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.
Task: The pharmacist is responsible for overseeing the dispensing and preparation of cytotoxic and sterile products through NACA.
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 applicable audits are completed• Cytotoxic and other waste is disposed of according to guidelines

Task:

The pharmacist is responsible for answering routine drug information questions; for assisting Clinical Pharmacology in medicine utilisation and treatment guideline reviews; to interpret, answer queries and submit relevant information, in relation to PHARMAC issues, to appropriate people.

Expected results:

- Drug information is provided in an accurate and timely manner or enquiries are referred to the Medicines Information service as appropriate.
- Familiarity with databases, reference materials and Therapeutic Drug Monitoring software.
- Liaison is maintained with the Medicines Information service as appropriate.
- Treatment guidelines developed or reviewed as required.
- Medicines utilisation review (MUR) activities documented.
- Timely information is provided to patients and health professionals on PHARMAC issues.

Task:

The pharmacist 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.
- Ward stock lists are reviewed in liaison with ward staff and pharmacy technician.
- 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 pharmacist is responsible for supervising intern pharmacists and technicians when rostered to the same duty (including clinical, dispensing and distribution, NACA), and to provide support, backup and training to other pharmacists, intern pharmacists, technicians and students.

Expected results:

- Technicians and pre-registration pharmacists are appropriately supervised.
- Support and backup provided.
- Other staff appropriately trained.

Task:

The pharmacist will participate in the department's quality activities.

Expected results:

- All quality activities are carried out in conjunction with the relevant area supervisor.
- All quality activities and documentation are consistent with other Pharmacy sites to maintain standardisation across Te Whatu Ora Waitaha, Canterbury Pharmacy services.
- Ensure SOPs and policies are reviewed when they fall due in conjunction with the team leader, senior pharmacist and/or relevant area supervisor.
- Applicable activities and audits specified in the department's quality plan are actioned, further developed and reviewed.

Task: The pharmacist will actively participate in the provision of continuing professional development and education roster for pharmacy, and for other health professionals as requested
Expected results: <ul style="list-style-type: none"> • Education session delivered as per Pharmacy roster. • All education requests from other health professionals to be communicated to the relevant team leader, senior pharmacist and/or relevant area supervisor.
Task: The pharmacist will participate in an on-call roster for up to week long periods and participate in the late-night roster weekly.
Expected results: <ul style="list-style-type: none"> • On-call service and late-night dispensing service are staffed appropriately and are provided in line with all applicable legislation, New Zealand Pharmacy Standards, SOPs and accepted good practice.
Task: The pharmacist will undertake any other duties consistent with the above position description which are operationally necessary and are requested by the relevant area supervisor, senior pharmacist, Service manager, Pharmacy or Professional Lead, Pharmacy.
Expected results: <ul style="list-style-type: none"> • All duties undertaken in the best interest of Te Whatu Ora are carried out in a competent and efficient manner.

HEALTH & SAFETY:
<ul style="list-style-type: none"> • 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 Te Whatu Ora'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:
<p>Every staff member within Te Whatu Ora, Waitaha, Canterbury 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>
QUALIFICATIONS & EXPERIENCE:
Essential

- Must 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.
- Must be client focused and committed to providing a high-quality service.
- Must have good written and oral communication skills
- Must have the ability to supervise and train staff.
- Must be committed to continuing education
- Be in good physical health and possess normal manual dexterity.

Desirable

- Post graduate qualification in clinical pharmacy.
- 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 Te Whatu Ora, Waitaha, Canterbury policy.