

# 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.

October 2024

<b>Position Title:</b>	<b>Pharmacist - Pharmacy Services</b> <i>Note: This position description covers Pharmacists employed within Pharmacy Services in non-designated roles, including non-rotational and rotational, across HNZ Waitaha Canterbury sites.</i>	
<b>Reports to:</b>	<i>Reports to on a daily basis, rotation dependent:</i> Christchurch: Area Supervisor Other Sites: Senior Pharmacist  <i>Pharmacy Service management:</i> Chief Pharmacist Service Manager, Pharmacy	
<b>Key Relationships:</b>	Internal: <ul style="list-style-type: none"><li>• Pharmacy management team (all sites); all other Pharmacy staff</li><li>• Clinical Pharmacology</li><li>• Clinical Application Support Team (CAST)</li><li>• Information Services Group (ISG)</li><li>• Pharmacy</li><li>• Medical, Nursing and Allied Health staff</li><li>• Other HNZ Waitaha staff</li></ul>	External: <ul style="list-style-type: none"><li>• Clients / Patients / Whanau</li><li>• Other Community and Hospital Health Providers</li><li>• Pharmac; Ministry of Health, including but not limited to Sector Operations, Auditors, Medicines Control; Medsafe.</li><li>• New Zealand Hospital Pharmacists Association; Pharmaceutical Society of New Zealand</li></ul>
<b>Organisational Vision:</b>	HNZ Waitaha's vision is to improve, promote, and protect the health and well-being of the Canterbury community.	
<b>Organisational Values &amp; Philosophy:</b>	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: <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 Objective:</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To carry out various duties according to site needs and as per roster</li></ul>	

**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 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:

- 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:

- 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:

- 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.**

Expected results:

- 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 in all areas and to provide support, backup and training to other pharmacists, intern pharmacists, technicians, and students.**

Expected results:

- Technicians, pre-registration pharmacists, trainees and students are appropriately supervised.
- Support and backup provided.
- Other staff appropriately trained.
- Act as Charge Pharmacist, as per relevant legislation and the Pharmacy Standards, with appropriate training and support, in the dispensary and production areas when designated pharmacist is absent.

**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 and standardised across HNZ Waitaha 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.

<p><b>Task:</b>  <b>The pharmacist will actively participate in the provision of continuing professional development and education roster for pharmacy, and for other health professionals as requested</b></p>
<p>Expected results:</p> <ul style="list-style-type: none"> <li>• Education session delivered as per Pharmacy roster.</li> <li>• All education requests from other health professionals to be communicated to the relevant team leader, senior pharmacist and/or relevant area supervisor.</li> </ul>
<p><b>Task:</b>  <b>The pharmacist will participate in an on-call roster for up to weeklong periods and participate in the late-night roster weekly.</b></p>
<p>Expected results:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Task:</b>  <b>(If applicable) The pharmacist is responsible for prescribing in a collaborative team, in agreed area of practice, consistent with applicable standard operating procedures (SOPs), service guidelines, standards and best practice.</b></p>
<p>Expected results:</p> <ul style="list-style-type: none"> <li>• A pharmacist prescriber will maintain their usual rostered workload and incorporate this additional scope into their usual role. The pharmacist prescriber role is an additional tool to enhance the existing role, not a core role.</li> <li>• Demonstrate specialised clinical, pharmacological, and pharmaceutical knowledge, skills and understanding relevant to their area of prescribing practice.</li> <li>• Prescribe within the limits of their designated scope of practice, competence (both clinical and cultural), ethical and professional codes of practice.</li> <li>• To provide individualised medicines management services for patients under their care, including the prescribing of medicines, whilst working within a collaborative health team environment.</li> <li>• Order and interpret laboratory tests and other investigations where clinically appropriate and permitted by local policies.</li> <li>• Demonstrate accountability for care provided to patients under this scope.</li> <li>• To provide evidence of day-to-day application and clinical impact of their prescribing scope of practice to the Chief Pharmacist and in the annual Performance Development Plan.</li> </ul>
<p><b>Task:</b>  <b>The pharmacist 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 or Area Supervisor.</b></p>
<p>Expected results:</p> <ul style="list-style-type: none"> <li>• All duties undertaken in the best interest of HNZ Waitaha are carried out in a competent and efficient manner.</li> </ul>

**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 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 HNZ Waitaha policy.