

Position Description | Te whakaturanga o mahi Health New Zealand | Te Whatu Ora

Title	Pharmacist		
Reports to	<p>Line manager: Senior Pharmacist</p> <p>Pharmacy Service Leadership: Chief Pharmacist, Pharmacy Associate Director Allied Health, Scientific and Technical</p>		
Location	Te Nīkau Hospital, Greymouth		
Department	Pharmacy		
Direct Reports	Nil	Total FTE	N/A
Budget Size	Opex	Nil	Capex
Delegated Authority	HR	Nil	Finance
Date	May 2026		
Job band (indicative)	PSA AHS&T or APEX Pharmacy Degree steps 2-10		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

The primary purpose of the role is to deliver safe, effective and efficient pharmacy services that support optimal medicines use for patients and the wider health care team. The role contributes to patient care, medicines safety and service reliability through clinical practice, operational pharmacy services and professional leadership in line with legislation, standards and best practice

Key Result Area	Expected Outcomes / Performance Indicators
Clinical pharmacy service	<ul style="list-style-type: none"> • Clinical pharmacy support provided to wards in line with guidelines and Standard Operating Procedures (SOPs) • Patient counselling, medicines management support and education delivered within scope • Effective communication with patients, carers, multidisciplinary teams, and community providers regarding medicines and patient care • Accurate and appropriate documentation maintained
Dispensing and medicines supply	<ul style="list-style-type: none"> • Inpatient and outpatient medicines dispensed safely, efficiently, and accurately • Clinical trials and controlled drug processes supported • Enquiries managed in an accurate and timely manner

	<ul style="list-style-type: none"> • Accurate and appropriate documentation maintained.
Medicines information and optimisation	<ul style="list-style-type: none"> • Drug information provided accurately or referred appropriately • Contribution to guideline review, medicines utilisation activities and education to pharmacy and other health professionals • Relevant information on funding and access issues communicated • Use of approved reference tools and systems demonstrated
Production, compounding, and quality oversight	<ul style="list-style-type: none"> • Repacking and compounding operations completed and overseen in line with standards, including assisting with quality checks of raw materials, section 26 products, and stability reviews as required • Sterile and cytotoxic supply and dispensing completed and overseen to ensure safe evidence-based practice • Assistance with audits and waste management as required • Accurate and appropriate documentation maintained
Medicines safety and stock coordination	<ul style="list-style-type: none"> • Medication safety issues identified and responded to promptly • Pharmaceutical requirements communicated to inventory teams • Ward stock lists reviewed collaboratively • Safe and appropriate stock use supported
Leadership and education	<ul style="list-style-type: none"> • Interns, technicians and students supervised appropriately • Training and support provided to pharmacy staff • Education activities delivered as rostered
Collaborative prescribing (where agreed)	<ul style="list-style-type: none"> • Prescribing undertaken within agreed scope and competence according to practice plan • Usual rostered workload will be maintained, incorporating prescribing as an additional tool to enhance practice, i.e., prescribing is not the core role • Appropriate collaborative medicines management provided • Clinical accountability maintained • Evidence of prescribing impact demonstrated
Quality, Professional & Pharmacy Service Contribution	<ul style="list-style-type: none"> • Participation in on call and late-night pharmacy services as rostered • Orientation, training, and validations completed in each rotation within expected timeframes • Contribution to quality improvement and research activities • Required audits and quality activities completed • SOP and policy reviews supported • Completes timely incident reporting and undertakes effective self-reflection practices • Undertake any other duties or activities consistent with those expected to be carried out in a pharmacy, as per the Pharmacy Service Standards, scopes of practice and/or competency standards which may be operationally required and requested by the Pharmacy leadership team.

<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
<p>Equity</p>	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Demonstrates awareness of colonisation and power relationships. • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
<p>Innovation & Improvement</p>	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
<p>Collaboration and Relationship Management</p>	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
<p>Health & safety</p>	<ul style="list-style-type: none"> • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
<p>Compliance and Risk</p>	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are followed. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the Chief Pharmacist and/ or Associate Director of Allied Health, Scientific and Technical

- Operational issues
- Performance or competence concerns
- Situations that place patients, staff, or yourself at risk
- Professional issues
- Workforce issues
- Fitness to practice issues
- Health & Safety concerns

Relationships

External	Internal
<ul style="list-style-type: none"> • Clients / Patients / Whanau • Other hospitals (Health NZ and private as needed) and community health providers e.g., General Practitioners, community pharmacists, and other professional colleagues nationally • Support & consumer groups • New Zealand Hospital Pharmacy Association; Pharmaceutical Society of New Zealand; Pharmacy Council of New Zealand; Special interest groups; and other professional bodies and associations • Other stakeholders e.g., NGOs; government departments and agencies, e.g., Pharmac; Ministry of Health, including but not limited to Sector Operations, Auditors, Medicines Control; Medsafe; Aged care • As required with suppliers, couriers, and transport providers. 	<ul style="list-style-type: none"> • Pharmacy leadership team (all sites); all other Pharmacy staff • Clinical Pharmacology • Medical, Nursing and Allied Health staff • Information Services Group • Other Health New Zealand staff

About you – to succeed in this role

You will have

Essential:

- 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
- Competency in using IT tools and the ability to learn new programmes.
- Effective communication (written and oral) skills, sharing knowledge as appropriate.
- Good literacy and numeracy skills.
- Good organisation and time management skill
- Ability to identify and utilise strategies for problem solving
- Effective interpersonal skills and be able to work as part of a team
- Be in good physical health and possess normal manual dexterity

Desired:

- Post graduate qualification in clinical pharmacy
- Hospital Pharmacy experience

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional, and institutional behaviour through commitment, loyalty and integrity.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.