

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Pharmacist
Reports to	Line manager: Clinical Supervisor Reports to on a daily basis, rotation dependent: Christchurch: Area Supervisor or Clinical Team Leaders Other Sites: Senior Pharmacist Pharmacy Service Leadership: Chief Pharmacist, Pharmacy Service Manager, Pharmacy
Location	Christchurch, Burwood, and Hillmorton Hospitals
Department	Pharmacy
Date	July 2026
Salary band (indicative)ⁱ	PSA AHS&T or APEX Pharmacy Degree steps 2-10
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

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	- 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	• Inpatient and outpatient medicines dispensed safely, efficiently, and accurately • Clinical trials and controlled drug processes supported • Enquiries managed in an accurate and timely manner • Accurate and appropriate documentation maintained.
Medicines information and optimisation	• 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	• 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	• 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	• Interns, technicians and students supervised appropriately • Training and support provided to pharmacy staff • Education activities delivered as rostered
Collaborative prescribing (where agreed)	• 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	• 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.
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • 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.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • 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.

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Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

- 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
• 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.	• 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:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.