

## Position Description

Employment Agreement:	Southern DHB and APEX Pharmacy Collective Agreement
Position Title:	Pharmacist
Service & Directorate:	Medicine
Location:	District
Reports to:	Pharmacy Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	December 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.

This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation's vision and values. This way of working will ultimately benefit all our patients and communities.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

### Organisational Competencies

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

### Role Specific Competencies

<b>Managing diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all
<b>Priority Setting</b>	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
<b>Problem Solving</b>	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn't stop at the first answers

### KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"><li>AHS&amp;T Professional Leaders (PLs)</li></ul>	<ul style="list-style-type: none"><li>Clients, patients, families, whanau and caregivers</li></ul>
<ul style="list-style-type: none"><li>Multi-disciplinary colleagues</li></ul>	<ul style="list-style-type: none"><li>Services from the community, funding bodies, student or intern clinical liaison staff</li></ul>
<ul style="list-style-type: none"><li>Operational manager</li></ul>	<ul style="list-style-type: none"><li>Primary care - GPs, other medical staff</li></ul>
<ul style="list-style-type: none"><li>AHST Professional Development Facilitator</li></ul>	<ul style="list-style-type: none"><li>Relevant professional organisations</li></ul>
<ul style="list-style-type: none"><li>Administration staff</li></ul>	<ul style="list-style-type: none"><li>Other service providers</li></ul>

**PERSON SPECIFICATION:**

**Pharmacist**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Must have registration as a Pharmacist with the Pharmacy Council of New Zealand under the provisions of the Health Practitioners Competence Assurance Act.</li> <li>• Maintain an annual practising certificate</li> <li>• Maintain competency in all mandatory competency domains (M1- Professionalism in Pharmacy, M2 – Communication and Collaboration), and the optional domains as required for the area of responsibility and pharmacist grade.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate qualification(s) in clinical pharmacy.</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must be a registered Pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>• Prior Hospital experience is desirable but not essential</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Maintain an annual practising certificate</li> <li>• Maintain competency in all mandatory competency domains (M1- Professionalism in Pharmacy, M2 – Communication and Collaboration), and the optional domains as required of the area of responsibility and pharmacist grade.</li> <li>• Participate in continuing education on a regular basis, using the resources provided and documenting in the approved manner.</li> <li>• Report any practice or procedure that does not comply to the operational Manager and/or professional lead</li> </ul>	
<b>Dispense Prescriptions</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and the NZ Pharmacy Standards</li> <li>• Dispense prescriptions in a consistent, accurate manner</li> <li>• Respond to all prescriptions promptly</li> <li>• Maintain and demonstrate competency in all Competency Domain O3 – Supply and Administration of Medicines</li> <li>• Maintain computer records of all dispensing in an accurate manner</li> <li>• Maintain all documentation of near misses, incidents and interventions made within the dispensary.</li> <li>• Maintain and apply knowledge of the Pharmaceutical Schedule and Section H.</li> <li>• Supervise and monitor dispensing practice of pharmacy technicians, assistants, other non-pharmacist staff and students</li> </ul>	
<b>Clinical Pharmacy</b>	<ul style="list-style-type: none"> <li>• Demonstrate and maintain competency in Competency Domain O1 - Health and Medicine Management</li> <li>• Review patient medication charts in rostered ward(s)</li> <li>• Provide accurate and timely response to all information requests</li> <li>• Attend Consultant ward round where appropriate</li> <li>• Provide medication lectures as required to staff groups.</li> <li>• Comply with clinical pharmacy standards as defined by NZHPA Clinical Standards Manual and other pharmacy policies and procedures as directed</li> <li>• Provide discharge counselling as required</li> <li>• Use pharmacokinetic knowledge to provide therapeutic drug monitoring</li> <li>• Maintain records of all interventions made and document all relevant information in the patients clinical notes</li> </ul>	

<b>Drug Information</b>	<ul style="list-style-type: none"> <li>• Show competency in Domain O1- Health and Medicines Management</li> <li>• Provide responses to all drug information requests in a timely manner, dependant on users requirements</li> <li>• Ensure accuracy and relevance of all information supplied</li> <li>• Maintain record of all requests and replies</li> <li>• Demonstrate skills in operating and using all drug information databases including Micromedex and Medline</li> </ul>
<b>Supervise and Educate Staff</b>	<ul style="list-style-type: none"> <li>• Check dispensing undertaken by technician's, intern pharmacist and other pharmacists</li> <li>• Check repacked medicines, prepared by technicians</li> <li>• Maintain and demonstrate competency in Domain M2 – Communication and Collaboration, and Domain O4 – Leadership and Organisational Management</li> <li>• Supervise the dispensing process, monitoring the waiting time for patients, the workflow in the dispensary and making decisions as required regarding dispensing</li> <li>• Take sole charge responsibility when operating outside normal hours</li> <li>• Participate in training of trainee technicians, intern pharmacists, and students</li> <li>• Refer all staffing issues to Manager</li> </ul>
<b>On-call Service</b>	<ul style="list-style-type: none"> <li>• Provide an on-call and weekend service as part of a roster where applicable</li> <li>• Maintain readiness for on-call and ensure a prompt response is possible</li> </ul>
<b>Provide Public Health Care</b>	<ul style="list-style-type: none"> <li>• Demonstrate and maintain competency in Domain O2 – Public Health Care</li> <li>• Provide public health care advice and education for patients as required</li> <li>• Provide public health care for staff as required</li> </ul>

#### KEY RESULT AREAS:

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Clinical Practice</b>	
<b>Legislative requirements</b> <ul style="list-style-type: none"> <li>• Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights</li> <li>• Uphold professional code of ethics</li> </ul>	<ul style="list-style-type: none"> <li>• You adhere to professional and legislative standards of practice</li> <li>• You work according to the scope of your Annual Practising Certificate</li> </ul>
<b>Assessments and interventions</b> <ul style="list-style-type: none"> <li>• Undertake accurate and comprehensive assessments and evaluations</li> <li>• Plan and implement appropriate interventions</li> <li>• Provide relevant education - including any relevant alternative options - in a format that can be clearly understood</li> <li>• Collaborate with patients to set realistic, patient-centred outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Your interventions are realistic and based on best practice</li> <li>• You use standard measurement tools and equipment as set down by departmental or professional protocols</li> </ul>
<b>Documentation</b> <ul style="list-style-type: none"> <li>• Maintain confidentiality of patient information and documentation</li> <li>• Adhere to SDHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>• Your documentation is timely, clear, concise and accurate</li> </ul>
<b>Culturally Sensitive Practice</b> <ul style="list-style-type: none"> <li>• Practices in a culturally safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• You assist patients to gain appropriate support and representation which reflects their cultural needs and preferences.</li> </ul>

<b>Professional Responsibilities</b>	
<p><b>Working in a collegial manner</b></p> <ul style="list-style-type: none"> <li>Contribute to the support and education of colleagues and students to enhance development of the profession</li> <li>Participate in and contribute to the functioning of the team</li> <li>Establish and maintain an effective working relationship with other staff</li> </ul>	<ul style="list-style-type: none"> <li>You have formal and informal systems in place for supporting colleagues</li> <li>You maintain supervision records for students</li> <li>You participate as a team member to ensure the best outcomes for patients/ people</li> </ul>
<p><b>Evidence-based practice and research</b></p> <ul style="list-style-type: none"> <li>Consistently refer to and relate practice to literature and research</li> <li>Critique, discuss and disseminate evidence based best practice</li> <li>Reflect on and evaluate the effectiveness of own practice</li> </ul>	<ul style="list-style-type: none"> <li>You implement evidence-based best practice procedures and guidelines</li> <li>You updates your knowledge related to best practice guidelines and area of practice</li> <li>You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)</li> </ul>
<p><b>Time management</b></p> <ul style="list-style-type: none"> <li>Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> </ul>	<ul style="list-style-type: none"> <li>Your tasks are scheduled and completed in a timely manner</li> </ul>
<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>Develop and maintain professional competency</li> <li>Appraisal, peer review, observed practice or other professional audits as applicable</li> <li>Develop both personally and professionally to meet the changing needs of your career and profession</li> </ul>	<ul style="list-style-type: none"> <li>You hold current registration where applicable or as required</li> <li>You maintain an up-to-date professional development plan</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> </ul>

	<ul style="list-style-type: none"> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>The principles of Te Tiriti o Waitangi, as articulated by the courts and the Waitangi Tribunal will guide the Southern DHB response to Māori health improvement and equity. These contemporary principles include:</p> <ul style="list-style-type: none"> <li><i>Tino rangatiratanga</i>: Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services.</li> <li><i>Equity</i>: Being committed to achieving equitable health outcomes for Māori.</li> <li><i>Active protection</i>: Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li> <li><i>Options</i>: Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</li> <li><i>Partnership</i>: Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.</li> </ul>	<ul style="list-style-type: none"> <li>You will be able to demonstrate an understanding of Te Tiriti o Waitangi, Māori Indigenous rights and current issues in relation to health and health equity ie: Whakamaua: Māori Health Action Plan 2020-2025.</li> <li>You will contribute to responding to the DHBs Te Tiriti o Waitangi commitment to deliver effective and equitable healthcare with Māori patients and their whānau.</li> <li>You will have the ability to incorporate Māori models of health, patient and whānau-centred models of care, and mātauranga Māori.</li> <li>You will have insights into your own cultural awareness and an understanding of how your social-cultural influences inform biases that impact on your interactions with patients, whānau, and colleagues.</li> <li>Recognising that there is an inherent power imbalance in-patient relationship and ensuring that this is not exacerbated by overlaying your own cultural values and practices on patients.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

.....  
Date