

Position Description | Te whakaturanga o mahi

Te Whatu Ora | Health New Zealand

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| Title | Pharmacist | | |
| Reports to | Pharmacy Team Leader (Southland) | | |
| Location | Southland | | |
| Department | Pharmacy | | |
| Direct Reports | Nil | Total FTE | 1 |
| Date | May 2023 | | |
| Job band (indicative) | Te Whatu Ora – Health New Zealand – Southern and APEX Pharmacy Collective Agreement | | |

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 (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

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| Wairuatanga | The ability to work with heart | <i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i> |
| Rangatiratanga | Ensuring that the health system has leaders at all levels who are here to serve | <i>"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"</i> |
| Whanaungatanga | We are a team, and together a team of teams | <i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i> |
| Te Korowai Manaaki | Seeks to embrace and protect the workforce | <i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i> |

About the role

The primary purpose of the role is to:

- Provide 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.
- Work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout Te Whatu Ora – Health New Zealand – Southern 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.

| Key Activities | Description |
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| Knowledge and Skills | <ul style="list-style-type: none"> • Maintain an annual practising certificate • Maintain competency in all mandatory competency domains (M1 – <i>Professionalism in Pharmacy</i>, M2 – <i>Communication and Collaboration</i>), and the optional domains as required for the area of responsibility and pharmacist grade • Participate in continuing education on a regular basis, using the resources provided and documenting in the approved manner. • Report any practice or procedure that does not comply to the operational manager and/or professional lead |
| Dispense Prescriptions | <ul style="list-style-type: none"> • Comply with all relevant legislation and the NZ Pharmacy Standards • Dispense prescriptions in a consistent, accurate manner • Respond to all prescriptions promptly • Maintain and demonstrate competency in Domain O3 – <i>Supply and Administration of Medicines</i> • Maintain computer records of all dispensing in an accurate manner • Maintain all documentation of near misses, incidents and interventions made within the dispensary • Maintain and apply knowledge of the Pharmaceutical Schedule and Hospital Medicines List (Section H) • Supervise and monitor dispensing practice of pharmacy technicians, assistants, other non-pharmacist staff and students |

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| Clinical Pharmacy | <ul style="list-style-type: none"> • Demonstrate and maintain competency in Competency Domain O1 – <i>Health and Medicine Management</i> • Review patient medication charts in rostered ward(s) • Provide accurate and timely response to all information requests • Attend consultant ward round where appropriate • Provide medication lectures/education sessions as required to staff groups. • Comply with clinical pharmacy standards as defined by the NZHPA Clinical Standards Manual and other pharmacy policies and procedures as directed • Provide discharge counselling as required • Use pharmacokinetic knowledge to provide therapeutic drug monitoring • Maintain records of all interventions made and document all relevant information in the patients’ clinical notes |
| Extemporaneous Compounding | <ul style="list-style-type: none"> • Demonstrate and maintain competency in Domain O3 – <i>Supply and Administration of Medicines</i> • Prepare extemporaneous products (which may include sterile and chemotherapy) as required • Liaise with other health professionals, Baxter Pharmacy and iMIX to ensure continuity of supply of compounded preparations for patients • Provide clinical input into patients’ chemotherapy regimens and liaise with Baxter Pharmacy and iMIX where appropriate • Maintain records of all production |
| Drug Information | <ul style="list-style-type: none"> • Show competency in Domain O1 – <i>Health and Medicines Management</i> • Provide responses to all drug information requests in a timely manner, dependant on users requirements • Ensure accuracy and relevance of all information supplied • Maintain record of all requests and replies • Demonstrate skills in operating and using all drug information databases including Micromedex and Medline |
| Supervise and Educate Staff | <ul style="list-style-type: none"> • Check dispensing undertaken by technician’s, intern pharmacist and other pharmacists • Check repacked medicines, prepared by technicians • Maintain and demonstrate competency in Domain M2 – <i>Communication and Collaboration</i>, and Domain O4 – <i>Leadership and Organisational Management</i> • Supervise the dispensing process, monitoring the waiting time for patients, the workflow in the dispensary and making decisions as required regarding dispensing • Take sole charge responsibility when operating outside normal hours • Participate in training of trainee technicians, intern pharmacists and students • Refer all staffing issues to the line manager |

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| On-call Service | <ul style="list-style-type: none"> • Provide an on-call and weekend service as part of a roster where applicable • Maintain readiness for on-call and ensure a prompt response is possible |
| Provide Public Health Care | <ul style="list-style-type: none"> • Demonstrate and maintain competency in Domain O2 – <i>Public Health Care</i> • Provide public health care advice and education for patients as required • Provide public health care for staff as required |

| Key Result Area | Expected Outcomes / Performance Indicators – Position Specific |
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| Clinical Practice | |
| Legislative requirements | <ul style="list-style-type: none"> • Practises in accordance with relevant legislation, codes, policies etc and upholds consumer rights • Upholds professional code of ethics • Works according to approved scope on Annual Practising Certificate |
| Assessments and interventions | <ul style="list-style-type: none"> • Undertakes accurate and comprehensive assessments and evaluations using standard measurement tools and equipment as set down by departmental or professional protocols • Plans and implements appropriate interventions that are realistic and based on best practice • Provides relevant education, including any relevant alternative options, in a format that can be clearly understood • Collaborates with patients to set realistic, patient-centred outcomes |
| Documentation | <ul style="list-style-type: none"> • Maintains confidentiality of patient information and documentation • Adheres to Te Whatu Ora – Health New Zealand – Southern’s documentation standards • Documentation is timely, clear, concise and accurate |
| Culturally sensitive practice | <ul style="list-style-type: none"> • Practices in a culturally safe manner • Assist patients to gain appropriate support and representation which reflects their cultural needs and preferences |
| Professional Responsibilities | |
| Working in a collegial manner | <ul style="list-style-type: none"> • Contributes to the support and education of colleagues and students to enhance development of the profession • Participates in and contributes to the functioning of the team • Establishes and maintains an effective working relationship with other staff • Actively participates as a team member to ensure the best outcomes for patients/ people and can adapt to last minute roster changes to meet service needs |
| Evidence-based practice and research | <ul style="list-style-type: none"> • Consistently refers to and relates practice to literature and research • Critiques, discusses, and disseminates evidence-based best practice • Reflects on and evaluates the effectiveness of own practice by updating knowledge related to best practice guidelines and area of practice • Maintains a professional portfolio and/or participates in an approved CPD programme (as per professional requirements) |
| Time management | <ul style="list-style-type: none"> • Manages own time by adopting a disciplined approach to establishing and following identified role-related priorities • Tasks are scheduled and completed in an efficient and timely manner |

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| Professional development | <ul style="list-style-type: none"> • Develops and maintains professional competency • Develops both personally and professionally to meet the changing needs of career and profession • Identifies areas for personal and professional development by maintaining an up-to-date professional development plan • Training and development goals are identified/agreed with line manager • Performance objectives reviewed annually with line manager • Actively seeks feedback and accepts constructive criticism |
| Other Duties | <ul style="list-style-type: none"> • Undertakes duties from time to time that may be in addition to those outlined above but which fall within capabilities and experience • Demonstrates individual responsibility and maintains accountability for own work practice • Acts as a role model for the Te Whatu Ora – Health New Zealand – Southern organisational values • Responds positively to requests for assistance in own and other areas, demonstrating adaptability and willingness • Produce work that complies with Te Whatu Ora - Health New Zealand - Southern processes and reflects best practice • Research undertaken is robust and well considered |
| Te Tiriti o Waitangi | <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 |
| Health & safety | <ul style="list-style-type: none"> • Takes all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora – Health New Zealand – Southern’s Health, Safety and Wellbeing policies, procedures and systems. |

Relationships

| Internal | External |
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| <ul style="list-style-type: none"> • Pharmacy staff • Operational manager(s) • Multi-disciplinary colleagues including (but not limited to) medical practitioners, nursing staff and allied health staff • Administration staff • Other Te Whatu Ora – Health New Zealand – Southern staff • Quality groups | <ul style="list-style-type: none"> • Relevant professional organisations e.g. NZHPA, PCNZ, PSNZ • Primary care - GPs, other medical staff, community pharmacies • Clients, patients, families, whanau and caregivers • Services from the community, funding bodies (e.g. Pharmac), students and education facilities • Other service providers |

About you – to succeed in this role

You will have

Essential:

- Must have registration as a Pharmacist with the Pharmacy Council of New Zealand under the provisions of the Health Practitioners Competence Assurance Act 2003.
- Maintain an annual practising certificate.
- 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.
- Demonstration of a high level of interpersonal and communication skills

Desired:

- Prior Hospital experience is desirable but not essential
- Post Graduate qualification(s) in clinical pharmacy

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
- Able to 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.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date