

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Pharmacist Intern		
<b>Reports to</b>	Pharmacy Team Leader (Dunedin), Pharmacy Service Manager		
<b>Location</b>	Dunedin		
<b>Department</b>	Pharmacy		
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	1
<b>Date</b>	July 2024		
<b>Job band (indicative)</b>	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

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.

# Te Whatu Ora

## Health New Zealand

<b>Wairuatanga</b>	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>
<b>Rangatiratanga</b>	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>
<b>Whanaungatanga</b>	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>
<b>Te Korowai Manaaki</b>	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
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work in a supportive and honest manner</li> <li>• Ability to motivate</li> <li>• Able to gain peer credibility and respect</li> <li>• Accept responsibility for own actions</li> <li>• Possess the ability to problem solve and demonstrate initiative</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 Pharmacy Team Leader 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 Domain 6 – 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 (Hospital Medicines List).</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 5 – Person-centered Care and Medicines 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 the NZHPA Standards of Practice for NZ Hospital Clinical Pharmacy Services 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>Extemporaneous Compounding</b>	<ul style="list-style-type: none"> <li>• Demonstrate and maintain competency in Domain 6- Supply and Administration of Medicines</li> <li>• Prepare extemporaneous products as required</li> <li>• Prepare sterile eye drops and injections using aseptic manipulations on a limited basis, for urgent use.</li> <li>• Liaise with other health professionals, Baxter Pharmacy and iMIX to ensure continuity of supply of compounded preparations for patients</li> <li>• Provide clinical input into patients' chemotherapy regimens and liaise with Baxter Pharmacy and iMIX where appropriate</li> <li>• Maintain records of all production</li> </ul>
<b>Drug Information</b>	<ul style="list-style-type: none"> <li>• Show competency in Domain 5 – Person-centred Care 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 records 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 Staff</b>	<ul style="list-style-type: none"> <li>• Maintain and demonstrate competency in Domain 2 – Professionalism in Pharmacy, Domain 2 – communication and collaboration and Domain 4 – Leadership.</li> <li>• Refer all staffing issues to the Pharmacy Team Leader</li> <li>• Refer all practice matters to your preceptor pharmacist or in their absence, another registered pharmacist</li> </ul>
<b>Provide Public Health Care</b>	<ul style="list-style-type: none"> <li>• Demonstrate and maintain competency in Domain 5 – Person centred Care and Medicines Management and Domain 7 – Public Healthcare.</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>

<b>Education</b>	<ul style="list-style-type: none"> <li>• Take opportunities to participate in continuing education activities. Attend department meetings</li> <li>• Complete Pre-registration programme, and complete assignments as required by the pre-registration programme</li> <li>• Ensure all work is checked and/or supervised by a registered pharmacist</li> </ul>
<b>Communication &amp; Prioritisation</b>	<ul style="list-style-type: none"> <li>• Be directed by and communicate with the Pharmacy Team Leader, pharmacy staff and any other members of staff to ensure effective service delivery</li> <li>• Prioritise work to ensure efficient service delivery across the Pharmacy Department</li> <li>• Provide appropriate handovers as necessary to ensure seamless and efficient running of the dispensary</li> <li>• Communicate accurate information within stated time frames to appropriate areas</li> <li>• Maintain open and constructive communication at all times throughout the department to foster a good team environment</li> <li>• Maintain courteous and professional communication with all customers – both internal and external at all times</li> <li>• Maintain a good professional and courteous telephone manner at all times</li> </ul>

<b>Key Result Area</b>	<b>Expected Outcomes / Performance Indicators</b>
<b>Clinical Practice</b>	
Legislative requirements	<ul style="list-style-type: none"> <li>• Practises in accordance with relevant legislation, codes, policies etc and upholds consumer rights</li> <li>• Upholds professional code of ethics</li> <li>• Works according to approved scope on Annual Practising Certificate</li> </ul>
Assessments and interventions	<ul style="list-style-type: none"> <li>• Undertakes accurate and comprehensive assessments and evaluations using standard measurement tools and equipment as set down by departmental or professional protocols</li> <li>• Plans and implements appropriate interventions that are realistic and based on best practice</li> <li>• Provides relevant education, including any relevant alternative options, in a format that can be clearly understood</li> <li>• Collaborates with patients to set realistic, patient-centred outcomes</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• Maintains confidentiality of patient information and documentation</li> <li>• Adheres to Te Whatu Ora – Health New Zealand – Southern’s documentation standards</li> <li>• Documentation is timely, clear, concise and accurate</li> </ul>
Culturally sensitive practice	<ul style="list-style-type: none"> <li>• Practices in a culturally safe manner</li> <li>• Assist patients to gain appropriate support and representation which reflects their cultural needs and preferences</li> </ul>
<b>Professional Responsibilities</b>	
Working in a collegial manner	<ul style="list-style-type: none"> <li>• Contributes to the support and education of colleagues and students to enhance development of the profession</li> <li>• Participates in and contributes to the functioning of the team</li> <li>• Establishes and maintains an effective working relationship with other staff</li> </ul>

	<ul style="list-style-type: none"> <li>Participates as a team member to ensure the best outcomes for patients/people</li> </ul>
Evidence-based practice and research	<ul style="list-style-type: none"> <li>Consistently refers to and relates practice to literature and research</li> <li>Critiques, discusses, and disseminates evidence-based best practice</li> <li>Reflects on and evaluates the effectiveness of own practice by updating knowledge related to best practice guidelines and area of practice</li> <li>Maintains a professional portfolio and/or participates in an approved CPD programme (as per professional requirements)</li> </ul>
Time management	<ul style="list-style-type: none"> <li>Manages own time by adopting a disciplined approach to establishing and following identified role-related priorities</li> <li>Tasks are scheduled and completed in an efficient and timely manner</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>Develops and maintains professional competency</li> <li>Holds current registration where applicable or as required</li> <li>Develops both personally and professionally to meet the changing needs of career and profession</li> <li>Identifies areas for personal and professional development by maintaining an up-to-date professional development plan</li> <li>Training and development goals are identified/agreed with Preceptor</li> <li>Performance objectives reviewed with Preceptor as per Intern Training Programme</li> <li>Actively seeks feedback and accepts constructive criticism</li> </ul>
<b>Other Duties</b>	
	<ul style="list-style-type: none"> <li>Undertakes duties from time to time that may be in addition to those outlined above but which fall within capabilities and experience</li> <li>Demonstrates individual responsibility and maintains accountability for own work practice</li> <li>Acts as a role model for the Te Whatu Ora – Health New Zealand – Southern organisational values</li> <li>Responds positively to requests for assistance in own and other areas, demonstrating adaptability and willingness</li> <li>Produce work that complies with Te Whatu Ora - Health New Zealand - Southern processes and reflects best practice</li> </ul>
<b>Te Tiriti o Waitangi</b>	
	<ul style="list-style-type: none"> <li>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis. <ul style="list-style-type: none"> <li><i>Partnership</i> – interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li><i>Participation</i> – work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li><i>Protection</i> – work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul> </li> </ul>
<b>Health &amp; safety</b>	
	<ul style="list-style-type: none"> <li>Takes all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora – Health New</li> </ul>

Zealand – Southern’s Health, Safety and Wellbeing policies, procedures and systems.

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>AHS&amp;T Professional Leaders (PLs)</li> <li>Multi-disciplinary colleagues</li> <li>Operational manager</li> <li>AHST Professional Development Facilitator</li> <li>Administration staff</li> <li>Other Te Whatu Ora – Health New Zealand – Southern staff</li> </ul>	<ul style="list-style-type: none"> <li>Clients, patients, families, whanau and caregivers</li> <li>Services from the community, funding bodies, student or intern clinical liaison staff</li> <li>Primary care - GPs, other medical staff, community pharmacies</li> <li>Relevant professional organisations e.g. NZHPA, PCNZ, PSNZ</li> <li>Other service providers</li> </ul>

### About you – to succeed in this role

#### You will have

#### Essential:

- Bachelor of Pharmacy or equivalent tertiary qualification
- Registration as a Pharmacist Intern with the Pharmacy Council of New Zealand under the provisions of the Health Practitioners Competence Assurance Act and hold a current Annual Practicing Certificate (APC)

#### You will be able to

#### Essential:

- Maintain competency Pharmacist Competency Standard Domains, to the level outlined in the standards for an intern Pharmacist.
- Demonstrate a high level of interpersonal and communication skills
- 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
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invest in your own practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity
- Contribute positively toward the team
- Demonstrate professionalism at all times
- Demonstrate consistent levels of motivation and have a “can do attitude”

*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

Employee

Date

Manager

Date