

**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Position:** Clinical Pharmacist |
| **Reports to:** Pharmacy Manager |
| **Hours of work:** as per offer letter  |
| **ROLE STATEMENT:**To undertake clinical pharmacy duties within Timaru Hospital as part of the multidisciplinary team, and to provide dispensary services within the hospital to ensure effective medicines management for South Canterbury District Health Board |
| **Person Specifications**Registered Pharmacist holding a current New Zealand Pharmacy Council annual practicing certificate will:* have professional and clinical skills that demonstrate a clear focused, motivated and adaptable approach to pharmacy practice
* provide a pharmacy service to a standard that reflects the mission statement and values of South Canterbury District Health Board
* provide a pharmacy service that will facilitate the safe, appropriate and cost-effective use of medicines within South Canterbury District Health Board
* have a working knowledge of the relevant legislation and guidelines that govern professional pharmacy practice including
	+ Medicines Act 981 & Regulations 1984 (and amendments)
	+ Misuse of Drugs Act 1975 & Regulations 1977 (and amendments)
* ensure that the preparation and production of medicines adheres to the standards set out in:
	+ Health and Disability Services: Pharmacy Services Standard (2010)
	+ New Zealand Code of Good Manufacturing Practice (GMP)
	+ PSNZ Pharmacy Practice Handbook
* have strong communication skills and an understanding of team dynamics and collaborative team work required to facilitate delivery of a safe and effective pharmacy service
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| KEY WORKING RELATIONSHIPS*Within Pharmacy:*Pharmacy Services ManagerClinical PharmacistsPharmacy PACT TechniciansPharmacy TechniciansPharmacy Interns and Pharmacy Externs/Students*Outside Pharmacy:*Senior Medical Officers (SMOs)Registered Medical Officers (RMOs)Clinical Nurse ManagersRegistered and Enrolled Nurses and Student NursesAllied Health Professionals and StudentsPharmacy Industry Training Organisation (PITO)NZ Hospital Pharmacists Associations (NZHPA) and Special Interest Groups (SIGs)Pharmaceutical Society of New Zealand (PSNZ)Pharmaceutical Suppliers |

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| **Key Responsibilities** | **How it will be measured: KPI** |
| **LEADERSHIP**Articulates and drives the direction and goals for the service/s and ensures that these are reflected in team and individual plans | * Goals and directions are effectively communicated
* Team and individual plans are in place
* Effective staff development processes are in place
* Actively builds succession plans and supports leadership and management development in senior teams
* Supervision of dispensary workloads and staff
* Champions pharmacy services within the DHB
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| **SERVICE DELIVERY**To ensure the dispensary team provides a service that is timely in manner and to a consistent standard | * Dispense and check prescriptions as required
* Support the clinical pharmacy service delivery
* Assist the Pharmacy Services Manager with dispensary related policies and procedures
* Develop a system of regular review of all wards and after hours cupboard to ensure that stock type and level reflects prescribing patterns and compliance with the Hospital Medicines List (HML)
* Provide a system to facilitate good inventory management in clinical areas to ensure minimal wastage
* Provide expert advice to pharmacy and medical staff on the administration and application of the HML for the supply of hospital medicines for patients in the DHB setting
* Ensure that pharmacy complies with any harm minimisation programs for medicines dispensed such as clozapine, thalidomide
* Ensure that the pharmacy requirements, and best practice, for ordering and dispensing chemotherapy are complied with
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| **SERVICE DELIVERY**Provide a clinical pharmacy service to wards and departments of Timaru Hospital | * To provide:
	+ Medication and chart review including medicines history
	+ Medicines reconciliation for targeted patients at points of transfer in a patient’s journey
	+ Information resource on appropriateness of medicines and funding via HML and community schedule, as well as cost effective use of medicines, including answers that are up to date, relevant, accurate and timely
	+ Therapeutic drug monitoring for medicines that have a narrow therapeutic index e.g. gentamicin, phenytoin
	+ Holistic approach to planning the pharmaceutical care for a patient, while knowing the limitations of unregistered agents
	+ Incorporate education and support needs of the patient and whanau in their practice, while being an advocate for the patient
* Monitoring of charting/prescribing to maintain the standards stated in policies of SCDHB and meet the legal requirements
* Provide cover for other Pharmacists in the department during periods of leave and be an advocate for pharmacy staff
* Provide on-call pharmacy service out of hours as an independent and competent practitioner
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| **QUALITY IMPROVEMENT*** Participates in the service’s quality improvement activities
* Complies with standards and works to improve patient/client satisfaction
* Identifies improvement opportunities and notifies the Pharmacy Services Manager of these
 | * Complies with all initiatives to ensure good quality outcome and compliance with all areas of legislation and funding requirements
* Incorporates continuous quality improvement in own practice
* Provides support for and leads pharmacy related projects as required
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| **HEALTH & SAFETY**Complies with responsibilities under the Health and Safety in Employment Act 1992 (and subsequent amendments). | * Understands the relevant Health and Safety policy and procedures
* Actively supports and complies with Health and Safety procedures
* Evidence of support and compliance with health and safety policy and procedures including the use of personal protective clothing and equipment as required, active participation in hazard management and identification processes and proactive reporting and remedying of an unsafe work condition, accident or injury
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| **Professional Responsibilities*** Practice according to the Pharmacy Council Code of Ethics and the competence standards for the pharmacy profession
* Acts in a way that promotes confidence and trust in the Pharmacy profession
* Demonstrate active preparation and participation in own performance appraisal
* Act on recommendations arising from performance management, enlisting support of appropriate personnel where appropriate
 | * Participates in continuing education sessions
* Attends professional development seminars and conferences
* Has maintained continuing professional development through the Enhance Programme
* Has a performance appraisal within three months of commencing the role and yearly thereafter.
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| **COMMUNICATION*** Communicating effectively, positively and courteously with all key stakeholders.
* Resolving problems and conflicts effectively.
* Collaborating with other health professionals to ensure a quality service.
* Promoting a team environment which enhances partnership and cooperation
 | * Demonstrating ability to access information systems as appropriate.
* Ensuring own documentation meets organisational standards.
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| **PROFESSIONAL & LEGISLATIVE STANDARDS**The Clinical Pharmacist will:* ensure compliance with New Zealand statutory laws
* comply with organisation wide and service specific rules, codes of conduct, policies, protocols and procedures

understand and apply the following legislation:* Privacy Act
* Health and Disability Commissioners Act
* Health & Safety in Employment Act
* Health Practitioners Competency Assurance Act (2003)
* MoH Regulations

understand and apply the:* Treaty of Waitangi Principles
* Hospital Regulations/House Rules
* Philosophy and values of the SCDHB and the Pharmacy Profession
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| **PERSON SPECIFICATION****QUALIFICATIONS:** Essential* Registered Pharmacist with the New Zealand Pharmacy Council

***Desirable***: * Have had previous hospital pharmacy experience or previous community pharmacy experience

**KNOWLEDGE AND EXPERIENCE:*** Knowledge of processes relating to dispensary roles within a hospital pharmacy
* Current legislation and its application to work practices
* Experience in developing or influencing policy
* Possess effective interpersonal and supervisory skills and be able to work as part of a team
* Have good communication, training and time management skills

**SKILLS AND ABILITIES:*** Ability to make clinical decisions
* Planning, organisation and time management skills to achieve quality outcomes
* Ability to relate collaboratively with a wide range of health professionals
* Ability to develop and maintain appropriate and effective networks
* High standard of oral and written communication skills
* Computer literacy
* Research utilisation and project experience
* Proactive in initiating and responding to new ideas and challenges
* Demonstrated ability to exercise sound judgement and to use information effectively
* Demonstrated ability to articulate thoughts clearly and develop positive interpersonal relationships
* Demonstrated ability to show initiative and work under pressure
* Effective presentation skills

**PERSONAL ATTRIBUTES:*** Ability to ‘work smarter’ by being innovative and proactive
* Commitment to quality standards based client oriented care
* Be patient/client focused and committed to providing a high quality service
* Commitment to personal professional development
* An organised, methodical, neat, accurate worker
* Reliable and punctual
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**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. A staff member may be requested to perform job related tasks other than those specified.**

**Agreed by:**

 ---------------------------------------------------- (Job holder’s signature)

----------------------------------------------------- (Employer’s signature) -------------------- Date

Date Reviewed: Reviewed by: Next Review:

Feb 2019 Carolyn Coulter Feb 2021