

Position Description

Position	Pharmacy Technician – Pyxis and Purchasing
Team / Service	Pharmacy Department
Group	Blood, Cancer, Palliative Care and Pharmacy
District	Capital, Coast & Hutt Valley
Responsible to	Pharmacy Technician Team Leader
Children's Act 2014	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
Location	This position is expected to work from Wellington, Kenepuru and Porirua Campuses

Te Whatu Ora

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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
Mana motuhake	Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
Mana tāngata	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
Mana Māori	Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Service Perspective

The Capital, Coast and Hutt Pharmacy Departments are part of the Blood and Cancer, Palliative Care, and Pharmacy Group within Capital, Coast and Hutt Valley District, and are led by the Pharmacy Service Manager at Capital Coast and by the Chief Pharmacist Hutt.

The Capital, Coast and Hutt Valley Pharmacy Services have identified their core business areas as those which will improve the quality and cost/effectiveness of prescribing, supply and distribution throughout the district. The service comprises a clinical team, dispensary & logistics team, quality & risk team and aseptic production team. The clinical team will be instrumental in providing a clinical pharmacy service to inpatients throughout the district and in providing clinical pharmaceutical advice to clinicians. The dispensary team will provide effective support in the core business of inpatient dispensing, including effective inventory management, distribution, and technology support to facilitate this process. The quality & risk team will be instrumental in the development of strategies for drug utilisation review, education and information to improve quality and economic outcomes of prescribing. The aseptic production team will provide quality pharmaceuticals for individual clients, including full in-house compounding of cytotoxic pharmaceuticals.

Purpose of the role

Pharmacy Technician Purchasing and Pyxis will support the day to day functions of the Purchasing office including ordering, receipt, and inventory control of pharmaceuticals. They will work with the wider pharmacy team to optimise stock control and associated documentation.

Pharmacy Technician Purchasing and Pyxis will also provide support with the management of Pyxis technology to the Pharmacy department and designated clinical areas. To provide technical support in the rotational areas of dispensary, production and an imprest service to allocated wards and departments

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

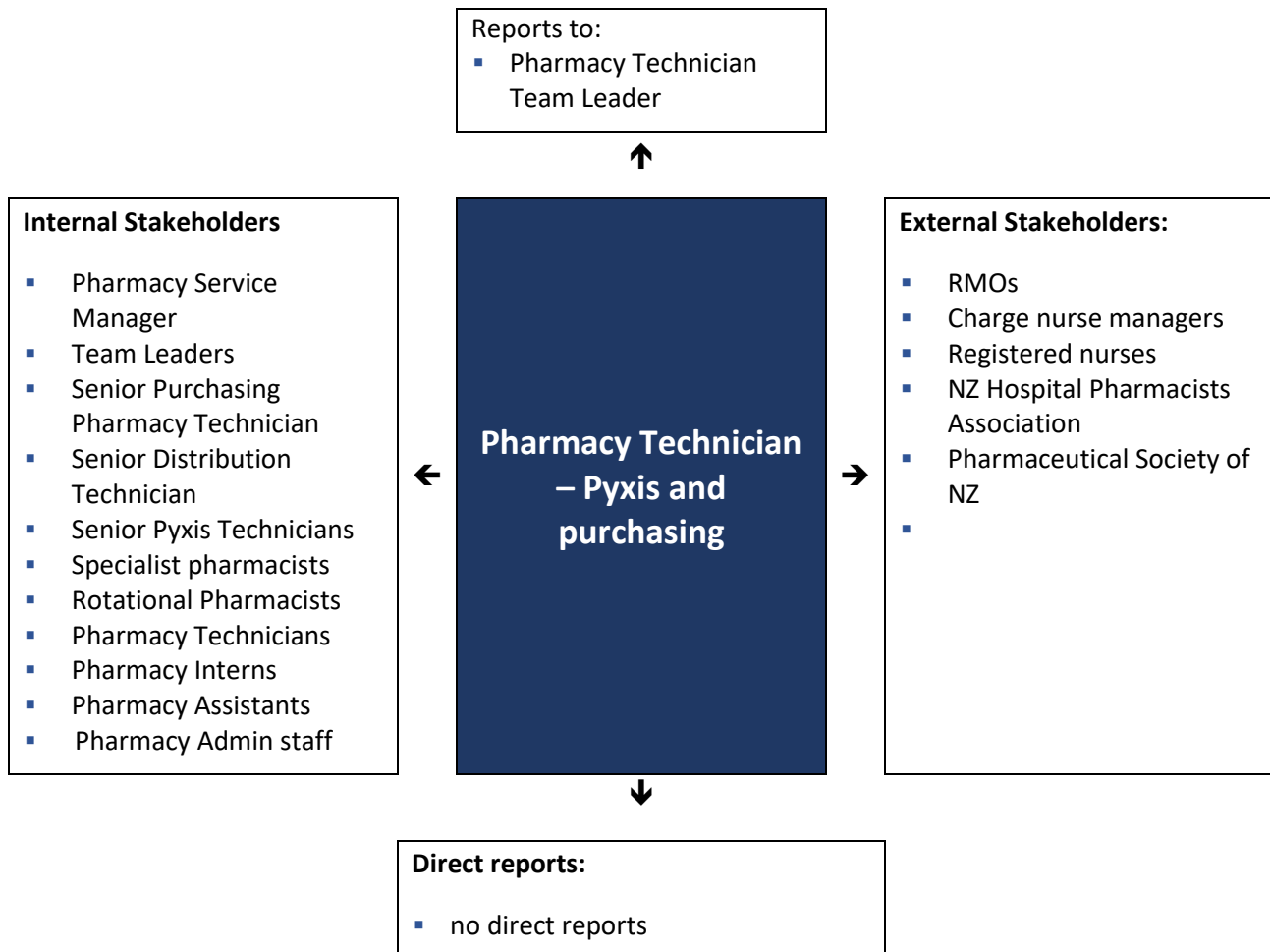
Key accountabilities	Deliverables / Outcomes
Service Delivery	<ul style="list-style-type: none">Assists with proper and cost-efficient stock handling by the Purchasing Unit.Assist the Senior Purchasing Technician in ensuring all relevant departmental procedures relating to the receipt, handling,

Key accountabilities	Deliverables / Outcomes
	<p>transaction, recording and distribution of medicines involving the Purchasing Unit are prepared and followed.</p> <ul style="list-style-type: none"> • Participates in daily workflow for Operational workloads within the Pharmacy department. • Follows Pharmacy processes to ensure correct goods are received, and any incorrect or damaged stock is returned, and credits are received. • Assists with stock rotation, expiration dates checking and rolling stock checks. • Assists with maintaining accurate transaction records and investigating any discrepancies. • Provides efficient and effective support and management of Pyxis technology service to designated wards and departments • Ensures Pyxis technology runs efficiently with the hospital. • Builds, maintains and organises Medication access from Pyxis Medstation technology. • Maintains Pyxis technology and software. • Works with the Senior Pyxis Pharmacy Technician/s, Distribution Technician and Purchasing Technician to maintain Pyxis drug files and imprest lists. • Answers queries regarding Pyxis usage and transactions. • Provides an efficient and effective imprest service to designated wards (Pyxis and non-Pyxis) and departments. • Review and update of imprest lists. • Dispense inpatient, outpatient and clinical trial prescriptions.
Quality Improvement	<ul style="list-style-type: none"> • Participates in the service's quality improvement activities. • Complies with standards and works to improve patient/client satisfaction. • Identifies improvement opportunities and notifies the manager of these. • Provides good patient/client service and is responsive to patient/client requests or complaints. • Provides support for pharmacy related projects, as required.
Information Technology	<ul style="list-style-type: none"> • Ensures accurate and rapid processing of all transactions through the pharmacy computer system so that recovery of revenue is efficient and inventory control is optimised • Aids in the monitoring of inventory to ensure good inventory control and continuity of supplies. • Uses the pharmacy dispensing system for inventory control • Uses Pyxis for imprest services to wards.
Resource Control	<ul style="list-style-type: none"> • Ensures rapid processing of transactions so that recovery of revenue is efficient and inventory control is optimised.
Risk minimisation	<ul style="list-style-type: none"> • Identifies risks and notifies the manager of these. • Participates in the service's risk minimisation activities. • Complies with Capital, Coast & Hutt district Reportable Events policy and other policies and procedures. • Actively contributes to risk minimisation activities within the service.

Key accountabilities	Deliverables / Outcomes
Education & Training	<ul style="list-style-type: none"> Participates in continuing education training programmes (this may involve out of hours study as well as working hours).
Occupational Health & Safety	<ul style="list-style-type: none"> Complies with responsibilities under the Health & Safety in Employment Act 1992. Actively supports and complies with Health & Safety policy and procedures.
General	<ul style="list-style-type: none"> Works as part of the pharmacy team to ensure operational duties are fulfilled. Undertakes other duties as requested by the Pharmacy Manager. Meets the changing needs of the service. Complies with responsibilities under the Privacy Act 1993. Complies with legislation & standards relating to pharmacy practice. Attends meetings and committees as requested by the Pharmacy Manager as the departmental representative. Respects confidentiality of information pertaining to patients, staff and management.

- Works in other areas identified or following a reasonable request in order to support the organisation in managing safe patient/client care and maintaining service delivery.
- Participates in the Saturday roster, Public holiday roster cover and on-call roster as provided by the specified Pharmacy Department.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Customer focus	<ul style="list-style-type: none">Demonstrates commitment to understanding and providing what customers want.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.

Competency	Behaviours
Teamwork	<ul style="list-style-type: none"> • Develops constructive working relationships with other team members. • Has a friendly manner and a positive sense of humour. • Works cooperatively - willingly sharing knowledge and expertise with colleagues. • Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments. • Supports in word and action decisions that have been made by the team. • Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
Quality and Innovation	<ul style="list-style-type: none"> • Provides quality service to those who rely on one's work. • Looks for ways to improve work processes - suggests new ideas and approaches. • Explores and trials ideas and suggestions for improvement made by others. • Shows commitment to continuous learning and performance development.
Taking responsibility	<ul style="list-style-type: none"> • Is results focussed and committed to making a difference. • Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected. • Adjusts work style and approach to fit in with requirements. • Perseveres with tasks and achieves objectives despite obstacles. • Is reliable - does what one says one will. • Consistently performs tasks correctly - following set procedures and protocols.
Communication	<ul style="list-style-type: none"> • Practises active and attentive listening. • Explains information and gives instructions in clear and simple terms. • Willingly answers questions and concerns raised by others. • Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. • Is confident and appropriately assertive in dealing with others. • Deals effectively with conflict.
Cultural Skills	<ul style="list-style-type: none"> • Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua. • Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living. • Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work. • Accesses resources to make sure culturally appropriate and language appropriate services are provided. • Draws on a client's own cultural resources and support frameworks.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- B. Ability to work with other healthcare professionals
- C. Experience in Procurement or purchasing and stock management
- D. Experience working with Pyxis
- E. Competent keyboard skills
- F. Hold a current New Zealand driving license
- G. An organised methodical, neat, accurate worker
- H. Reliable and punctual

I. Essential Professional Qualifications / Accreditations / Registrations:

J. NZQA Level 5 Certificate of Pharmacy (Technician) - essential

K. Someone well-suited to the role will place a high value on the following:

L. Team work

M. Enthusiasm

N. Contribution to the continuing professional development of themselves and others

**Ma tini, ma mano, ka rapa te whai
By joining together we will succeed**