

Position Description

Position	Senior Pharmacist – Aseptic Services
Team / Service	Pharmacy
Group	Blood, Cancer, Palliative Care and Pharmacy
District	Capital, Coast & Hutt Valley
Responsible to	Production Unit Team Leader
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Wellington Hospital campus

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 Tōnu 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

- The Senior Pharmacist – Aseptic Services provides support to the aseptic production unit Team Leader by co-ordinating the team of pharmacists within the unit.
- This role may have some delegated staff management tasks, including:
- Ensuring the provision of the compounding of cytotoxic and other agents to identified patients in order to achieve the safe, effective and economic use of pharmaceuticals within limits of resources.
- Assisting and supporting training of other staff as required.
- Leads quality improvement projects within the aseptic production unit.

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.

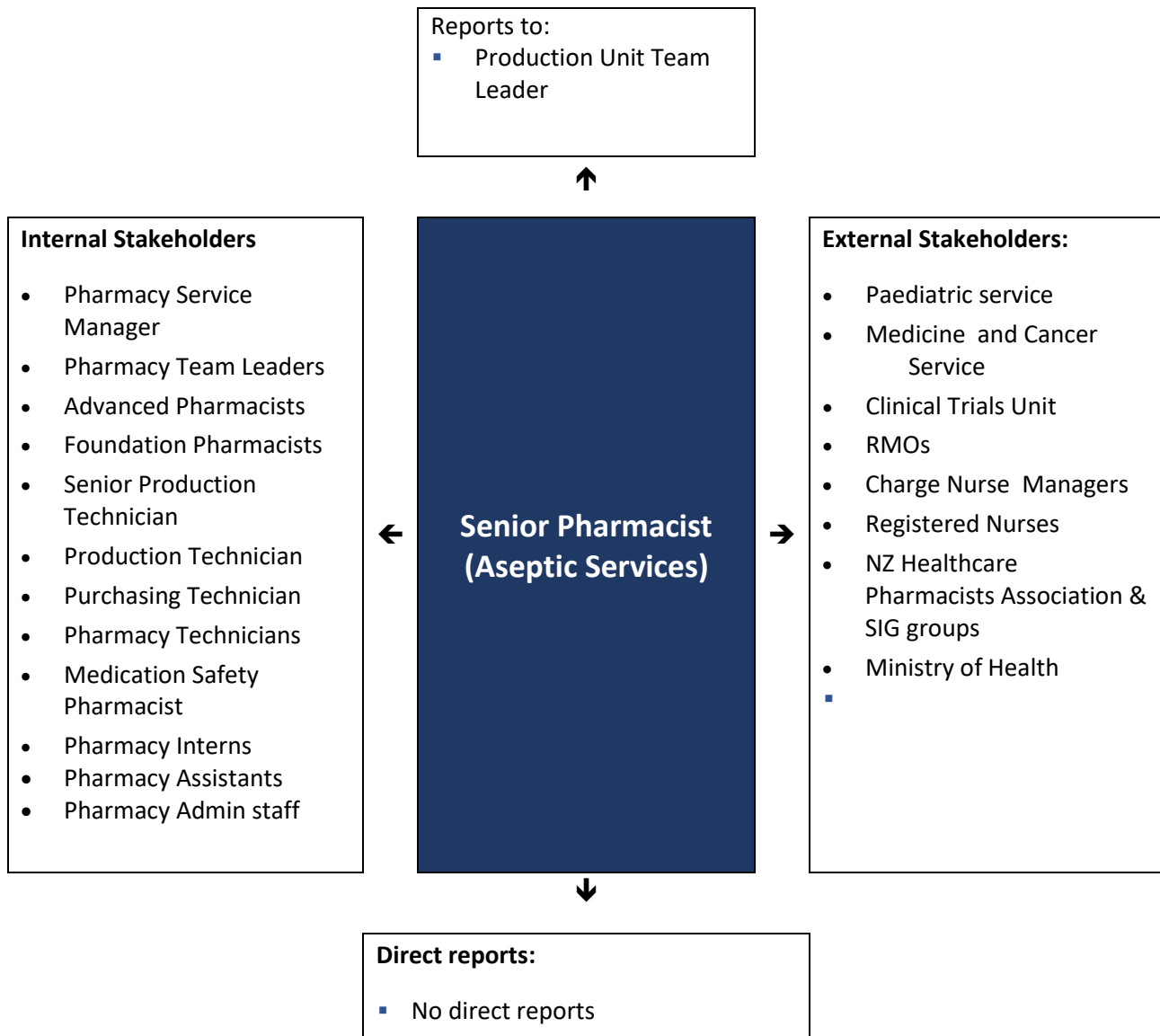
Key accountabilities	Deliverables / Outcomes
<ul style="list-style-type: none">• Service Delivery	<ul style="list-style-type: none">• To direct and participate in the production of cytotoxic and other aseptic medicine preparation.• To assist in the preparation of standard operating procedures (SOP's) relating to raw materials, waste utilisation and disposal, sanitation, documentation and storage areas.• To participate in the regular update and review all batch sheets and

Key accountabilities	Deliverables / Outcomes
	<p>protocols, to ensure their validity and relevance as new products / techniques become available.</p> <ul style="list-style-type: none"> • To ensure the provision of all sterile, non-sterile and cytotoxic products to clients within predetermined timeframes, so that quality care of clients is enhanced. • To direct and participate in daily workflow planning with the production team. • To be able to troubleshoot malfunctions with isolators and other equipment.
Staff Management / Leadership	<ul style="list-style-type: none"> • To cover the absences of the Production Unit Team Leader. • Provide leadership, for other staff working in the Production Unit • To assist the Team Leader in developing, implementing and maintaining training plans for all staff who work in the production Unit, including the on-call Pharmacists. • Ensure that validation for aseptic techniques are in place for staff on an annual basis.
<ul style="list-style-type: none"> • Quality Improvement 	<ul style="list-style-type: none"> • Participates in the service's quality improvement activities. • Comply with standards and works to improve patient/client satisfaction. • Ensures compliance of the facility, equipment and staff with the relevant guidelines and standards such as the Pharmaceutical Inspection Co-operation Scheme (PIC/S) and GMP. • Ensures the validation of the operation of the manufacturing unit and all products that leave it. • Identifies improvement opportunities and notifies the Team Leader of these. • Provides good patient/client service and is responsive to patient/client requests or complaints. • Continually seek to improve the quality and standard of service delivery. • Regularly review the work as new products become available externally, and new services are required within Capital, Coast & Hutt Valley District. • Provides support for and leads pharmacy related projects relevant to the production unit, and facilitate other pharmacy related projects. • Assists the production unit Team Leader in quality control aspects of production and production services from the raw materials to the finished product.
Budgetary control	<ul style="list-style-type: none"> • Maximises service outputs with available resources • Operates the aseptic production area within predetermined budgetary constraints. • Develops and implements new initiatives and ideas for cost-savings/revenue generation. • Ensures accurate costings of all services to internal and external customers. • Ensures PCT claim is generated and submitted to claim authority within allowable timeframe. • Ensures consumables are efficiently and effectively managed. • Ensures workflow efficiency is optimised without compromising quality standards.
<ul style="list-style-type: none"> • Clinical / technical advice 	<ul style="list-style-type: none"> • Provides clinical and technical advice on the prescribing and utilisation of products prepared in the production area to all health professionals as appropriate. • Assists in the training of new staff in cytotoxic, sterile and non-sterile

Key accountabilities	Deliverables / Outcomes
	<p>production areas.</p> <ul style="list-style-type: none"> • Work with the Oncology and Clinical Trials Pharmacists as needed, and ensure that staff are trained in the appropriate documentation and handling of clinical trials stock. • Assist in the design, installation and operational qualification of any new or upgraded manufacturing unit within Capital, Coast & Hutt Valley District according to PIC/s standards. • Provides some regular clinical cover to the inpatient and outpatient oncology and haematology wards • Provides support to the Oncology Pharmacists and Clinical Trials Pharmacist as needed, and provides cover if needed during periods of leave.
<ul style="list-style-type: none"> • Information Technology 	<ul style="list-style-type: none"> • Ensures accurate and rapid processing of all transactions through the pharmacy computer system. • Aids in the monitoring of inventory to ensure good inventory control and continuity of supplies. <ul style="list-style-type: none"> ▪ Uses Pharmacy information system for dispensing, compounding; maintains updates to system, acts as liaison point for ICT & vendor.
<ul style="list-style-type: none"> • 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 district Reportable Events policy and other policies and procedures.
<ul style="list-style-type: none"> • Education and 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). • Attends professional development seminars , SIG meetings and conferences.
<ul style="list-style-type: none"> • General 	<ul style="list-style-type: none"> • Works as part of the Pharmacy operational team to the extent of maintaining on-call competence. • Undertakes other duties as requested by the Pharmacy Manager. • Meets the changing needs of the service. • Complies with responsibilities under the Privacy Act 1993. • Respects confidentiality of information pertaining to patients, staff and management • Participates in the Saturday roster, Public holiday roster cover and on-call roster as provided by the Pharmacy Department. • Attends meetings and committees as requested by the Pharmacy Service Manager as the departmental representative. • Works in other areas as identified or following a reasonable request in order to support the organisation in managing patient/client care and maintaining service delivery.
<ul style="list-style-type: none"> • Occupational Health & Safety 	<ul style="list-style-type: none"> • Complies with responsibilities under the Health & Safety in Employment Act 1992 • Safety Management – proactive Health & Safety systems are in place • Injury Management – reactive safety management systems are in place • Actively supports and complies with Health & Safety policy and procedures.

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.

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
Vision and Strategic Capability	<ul style="list-style-type: none">• Able to articulate the aspiration for the direction and the future of Capital & Coast district.• Understands the role of information management in decision making and forecasting.

Competency	Behaviours
Leadership	<ul style="list-style-type: none"> • Role models and communicates Capital & Coast district vision and values. • Inspires and motivates others to commit to and work towards goals. • Shows respect for people, focuses on employee involvement, and allows others to take ownership. • Builds confidence and resilience in the team. • Holds staff accountable for the delivery of outcomes and acts promptly to rectify performance issues. <ul style="list-style-type: none"> ▪ Makes timely decisions.
Management	<ul style="list-style-type: none"> • Organises tasks to make best use of time and resources and focuses attention on key objectives and priorities. • Makes sound decisions based on robust analysis and evidence. • Delegates activities and projects to others and positively influences their progress towards successful results. <ul style="list-style-type: none"> ▪ Takes ownership of the budget and optimises the use of resources by continually reviewing the effectiveness of current resource deployment.
Flexibility	<ul style="list-style-type: none"> • Willing to consider alternative viewpoints and new ideas. <ul style="list-style-type: none"> ▪ Develops new and/or more effective work processes and systems through lateral thinking and creativity in work and process design.
Communications	<ul style="list-style-type: none"> • Listens with preparedness to understand. • Deals effectively with conflict. <ul style="list-style-type: none"> ▪ Portrays a positive image of the department.
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. <ul style="list-style-type: none"> ▪ Supports in word and action decisions that have been made by the team.
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. <ul style="list-style-type: none"> ▪ Shows commitment to continuous learning and performance development.
Taking responsibility	<ul style="list-style-type: none"> • 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.
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.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Pharmaceutical and / or compounding experience especially with cytotoxic medicines.
- Experience of manufacture and delivery of pharmaceuticals and the operation of a Pharmacy Compounding Unit (essential).
- Knowledge of pharmacy production and formulation.
- Previous clinical experience in Cancer Services (desirable)
- Knowledge of and ability in staff management within this field.
- Knowledge and ability for implementation and analysis of Quality Assurance and Control measures within the pharmacy production services.
- Knowledge of and skills to implement appropriate PIC/s standards.

B. Essential Professional Qualifications / Accreditations / Registrations:

- Registered Pharmacist in NZ or capable of achieving same
- Member of New Zealand Hospital Pharmacy Association and/or Pharmaceutical Society (desirable).

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

- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Reliable and punctual
- Proficiency in using technology within the workplace.
- A high standard of written and spoken English.

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