Position Description

Position Pharmacist - Casual

Team / Service Pharmacy

Group Blood, Cancer, Palliative Care & Pharmacy

District Capital, Coast & Hutt Valley

Responsible to Pharmacy Clinical 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 Primary site is Wellington Hospital, secondary sites are Hutt and Kenepuru

Hospitals

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	Capital and Coast
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.	Vision Keeping our community healthy and well
Mission Working together for health and wellbeing.	Mission Together, Improve the Health and Independence of the People of the District
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	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.

Team/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 at 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

To ensure the provision of the agreed levels of pharmaceutical care to identified patients in order to achieve the safe, effective and economic use of pharmaceuticals within the resource limits.

This role will support service development initiatives around quality medication management through systems that minimise risk. The role will also support the clinical pharmacy team with the delivery of clinical pharmacy services across the Capital, Coast, and Hutt Valley District hospitals and assist and support staff training as appropriate.

Although the role has no direct reports it may supervise the activities of interns/trainees and other staff.

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
Clinical	Provides a clinical pharmacy service to a key clinical area, under direction of the Clinical Team Leader.

Key accountabilities	Deliverables / Outcomes
	 Ensures clinical practice is evidence based, shared, and, where ever possible patient focused. Provides medicine reconciliation services where appropriate. Ensures staff are aware of the current contents of the PML/formulary and assists medical staff to adjust prescribing practices in line with the evidence base and formulary requirements. Develops positive relationships with key personnel within areas of responsibility.
Operational	 Liaises with dispensary and imprest teams to ensure effective management of drug distribution. May have the option to participate in the provision of inpatient services dispensary, medicines information, aseptic and cytotoxic production and dispensing, subject to appropriate training, at Capital and Coast hospitals.
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 manager of these. Provides good patient/client service and is responsive to patient/client requests or complaints.
Information Technology	 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.
Resource Control	 Ensures rapid processing of transactions so that recovery of revenue is efficient and inventory control is optimised
Risk Minimisation	 Identifies risks and notifies the relevant 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.
Education & Training	 Participates in continuing education training programmes (this may involve out of hours study as well as working hours). Attends professional development seminars and conferences as appropriate.
General	 Works as part of the pharmacy team to ensure operational duties are fulfilled. Undertakes other duties as requested by the Pharmacy service Manager/Chief Pharmacist. Meets the changing needs of the service. Complies with responsibilities under the Privacy Act 1993. Participates in the Saturday roster, Public holiday roster cover and on-call roster as provided by the Hutt Hospital Pharmacy Department. Attends meetings and committees as requested by the Pharmacy Service Manager/Chief Pharmacist 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.
Occupational Health & Safety	 Complies with responsibilities under the Health & Safety in Employment Act 1992 Supports and complies with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and

Key accountabilities	Deliverables / Outcomes
	proactive reporting and remedying of any unsafe work condition, accident or injury.

- 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

Reports to:

 Pharmacy Clinical Team Leader



Internal Stakeholders

- Team Leaders
- Rotational Pharmacists
- Clinical Pharmacists
- Pharmacy Technicians
- Pharmacy Interns
- Other Pharmacy Staff

Foundation Pharmacist
(Rotational) / Kaitaka
Rongoā

External Stakeholders:

RMOs

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- Charge Nurse Managers
- Nursing Staff
- Allied Health Staff
- NZ Healthcare
 Pharmacists Association &
 SIG groups
- Pharmacy Council
- Pharmaceutical Society of NZ
- Patients and caregivers

Direct reports:

No direct reports

Capability Profile

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

Competency	Behaviours
Planning	Accurately scopes out length and difficulty of tasks and projects
	Sets objectives and goals
	Breaks down work into the process steps
	Develops schedules and task/people assignments
	Anticipates and adjusts for problems and roadblocks
	Measures performance against goals Fugluates results
	Evaluates results Politica well to accord of different levels and advanced incide and outside the
Interpersonal	• Relates well to people at different levels – up, down, and sideways, inside and outside the organisation
Savvy	• Is a team player
	Builds appropriate rapport
	Builds constructive and effective relationships
	Uses diplomacy and tact
	Can diffuse even high-tension situations comfortably
	Creates a positive climate
Motivating	Is motivated, innovative and motivates others
Others	Pushes tasks and decisions down as appropriate
	Empowers others and is able to sell concepts
	Invites input from each person and shares ownership and visibility
	Makes each individual feel his/her work is important
	Is someone people like working with
Supervisory and	Is willing and able to teach and train junior staff
	Willing to take on those who need help and further development
Training	Is aware of and can adapt training to the different learning needs and styles
	Making training and learning interesting
	Holds frequent development discussions
	Is able to provide constructive criticism
	Cooperates with the developmental system in the organisation
Communications	Is able to write clearly and succinctly in a variety of communication settings and styles
	Listens with preparedness to understand
	Is confident and appropriately assertive
	Deals effectively with conflict
	Portrays are positive image of the department
Teamwork	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	Provides quality service to those who rely on one's work
Innovation	Looks for ways to improve work processes - suggests new ideas and approaches
iiiiovatioli	Explores and trials ideas and suggestions for improvement made by others
	Shows commitment to continuous learning and performance development
Taking	Plans and organises work, allocating time to priority issues, meeting deadlines and coping
Responsibility	with the unexpected
,	Adjusts work style and approach to fit in with requirements

Competency	Behaviours
	 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	 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:

• Qualified pharmacist working in a hospital or equivalent setting

B. Essential Professional Qualifications / Accreditations / Registrations:

- Bachelor degree in Pharmacy (recognised in NZ) or equivalent
- NZ Registered Pharmacist (or eligible to register)

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

- Team work
- Enthusiasm
- Contribution to the continuing professional development of themselves and others

D. Other:

- 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.
- 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