

## Position Description

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<b>Position</b>	<b>Advanced Pharmacist – Cancer Services</b>
<b>Team / Service</b>	Pharmacy
<b>Group</b>	Blood, Cancer, Palliative Care & Pharmacy
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Pharmacy Production Team Leader
<b>Children’s Act 2014</b>	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	Primary site is Wellington Hospital, secondary sites are Hutt and Kenepuru Hospitals

## Te Whatu Ora

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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

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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

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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

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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

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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

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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

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An advanced pharmacist provides safe and clinically effective patient/client assessment and intervention with demonstration of advanced knowledge and skills to manage complex presentations. This role will also have responsibility for providing clinical leadership within the team or service which assists in developing the clinical capability of others.

The Advanced Pharmacist – Cancer Services will provide a clinical service to patients under the oncology and haematology service, alongside other pharmacists working in this area. The role also provides support to the aseptic production unit Team Leader by co-ordinating the team of pharmacists within the unit, 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.

Although the role has no direct reports it is expected that the person supervises the activities of interns/trainees and other staff. They may have delegated staff management tasks.

## Key Accountabilities

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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.

**1. Clinical & Technical Practice**

- Takes responsibility for providing day-to-day clinical leadership in Oncology and Haematology including providing clinical advice, support and guidance to others.
- Provides pharmacy services in a manner consistent with legislation, code of ethics, policy and procedures.
- Demonstrates individual responsibility and maintains accountability for own work and performance.
- Demonstrates advanced knowledge in area(s) of practice.
- Provides detailed knowledge, advice and recommendations for pharmacy staff and other healthcare professionals to support identifying and resolving complex medication related problems to optimise medicines use.
- Integrated into the multidisciplinary team within area of responsibility.
- Provides advice, teaching and instructions to patients, carers and relatives to positively influence medication related behaviours.
- Answers complex clinical questions from prescribers, liaising with colleagues if outside area of experience.
- Leads clinical practice through alignment with recognised best practice and relevant clinical policies and practice guidelines.
- Raises concerns to pharmacy clinical leader (or delegated person) regarding medication safety matters/risks (e.g. clinical decision making of senior healthcare professionals).
- Role models effective communication to establish therapeutic relationships and set expectations with patients/clients, whānau, the multidisciplinary and wider health teams. This includes relaying complex, sensitive and contentious information.
- Demonstrates excellent communication skills e.g. providing tailored/patient focused information, writing guidelines/reports, and giving structured presentations.
- Demonstrates provision of and support others with culturally safe / bicultural practice with patients/clients and their whānau.
- Demonstrates an awareness of health inequalities, with evidence of implementing actions within practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients/clients and/or whānau.
- Completes key performance indicators and interventions consistent with legal and organisational requirements.
- Keeps accurate and complete records consistent with legislation, policies and procedures.
- Demonstrates understanding of local, sub-regional and regional services (e.g. other central region Health New Zealand pharmacy services, primary care services) to enable an understanding of the wider pharmacy service provision for supporting patient care across the health continuum. This includes understanding of wider health system funding for pharmaceuticals.
- Directs and participates in the production of cytotoxic and other aseptic medicine preparation.
- Assists in the preparation of standard operating procedures (SOP's) relating to raw materials, waste utilisation and disposal, sanitation, documentation and storage areas.
- Ensures the provision of all sterile, non-sterile and cytotoxic products to clients within predetermined timeframes, so that quality care of clients is enhanced.
- Directs and participates in daily workflow planning with the production team.

**2. Teaching & Learning**

- Takes responsibility for maintaining own competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.
- Leads and fosters a learning environment for staff including;
  - Training of other pharmacy staff e.g. acting as preceptor, mentor or assessor.
  - Assessing performance & learning needs of others.
  - Teaching and participating in the running of training relevant to area of clinical practice, this may include training for other health professionals, e.g. senior medical staff.
  - Participates in induction and training of newly appointed staff as required.
- Provides critical analysis and integration of current research outcomes and relevant literature in order to maintain advanced levels of knowledge and practice. Demonstrates application of this knowledge in practice.
- Maintains an awareness of current developments in relevant clinical areas.
- Completes core training as applicable for the role.
- Participates in an annual performance review and associated clinical assurance activities.

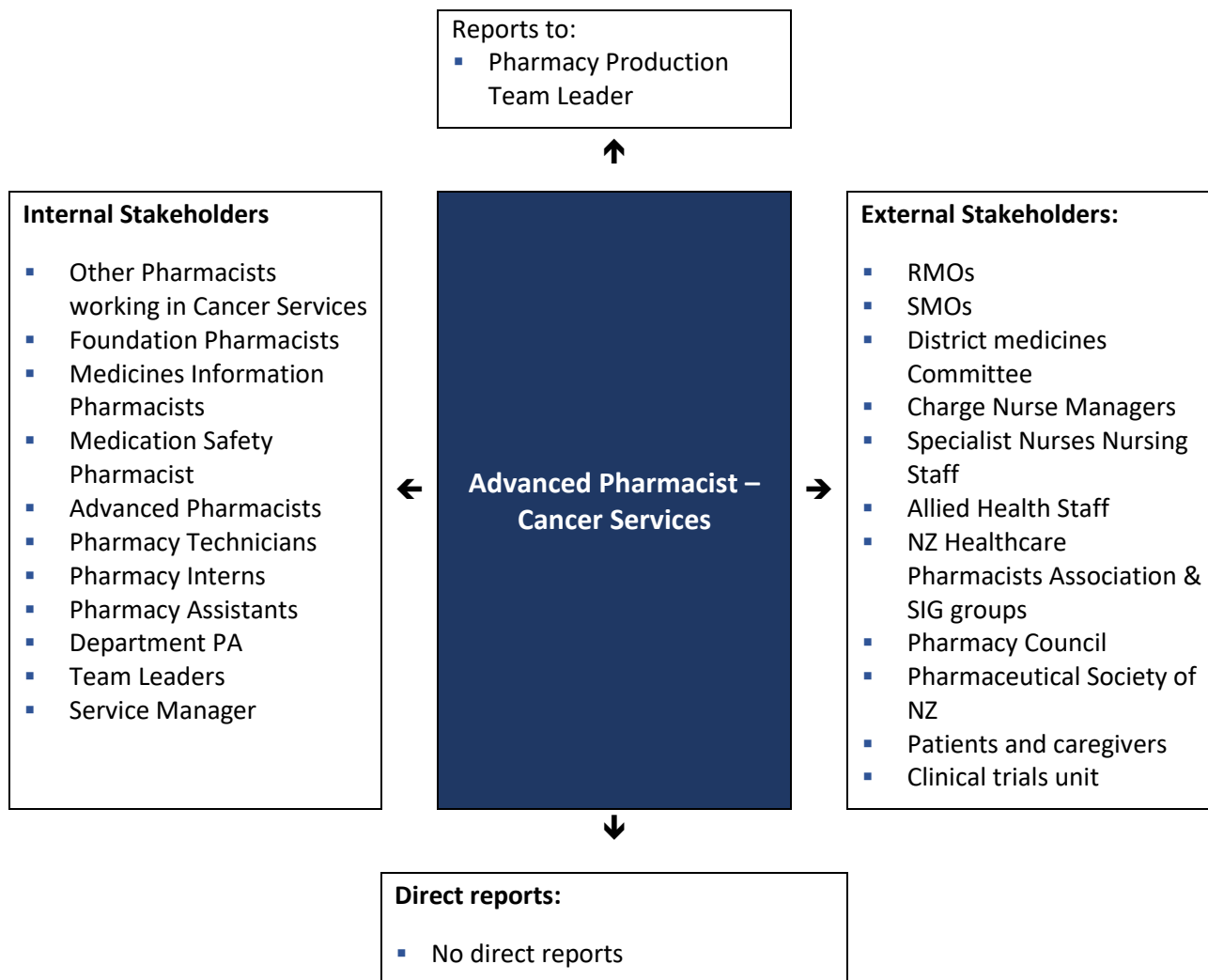
**3. Leadership & Management**

- Provides leadership for a positive team culture.
- Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure medication needs are integrated into the overall treatment programme (where appropriate) including discharge planning.
- Represents department/profession at local level as required e.g. organisational committees.
- Attends and actively contributes to all relevant department, clinical and team meetings, leading and facilitating such meetings as required.
- Assists team leader in clinical assurance activities of pharmacy staff as requested.
- Able to intervene and resolve minor team conflict and issues.
- Demonstrates a constructive approach to conflict resolution and is able to deal with professionals that challenge advice and facilitate an acceptable outcome.
- Provides reports to team leader in relation to area of practice, as requested.
- Is involved in recruitment and selection processes as requested by team leader.
- Covers the absences of the Production Unit Team Leader.
- Provides leadership, for other staff working in the Production Unit
- Assists the Team Leader in developing, implementing and maintaining training plans for all staff who work in the production Unit, including the on-call Pharmacists.

**4. Service Improvement and Research**

- Deals with complex situations requiring investigation, analysis, interpretation and comparison of a range of options in consultation with more senior colleagues.
  - Proactive in promoting patient safety, quality and safe medicines management.
  - Understands & contributes to pharmacy service vision and service planning.
  - Has an awareness of national and regional healthcare policies and can relate to own practice.
  - Works with other pharmacy staff and services to develop, implement and review guidelines and policies relevant to the service.
  - Monitors and reports on medication usage, resource utilisation and expenditure within own area.
  - Takes the lead on development of quality improvement activities and/or research projects to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.
  - Actively participates in national, regional and sub-regional working groups / clinical networks as needed, to identify and implement innovative practice and or service improvements as appropriate.
  - Establishes and maintains active working partnerships with local services and organisations to promote integrated working that improves the outcomes and experience of patient/clients.
  - Practises in a way that utilises resources (including staffing) in the most sustainable and cost effective manner.
  - Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 1993, Vulnerable Children's Act 2014, Health & Safety at Work Act 2015, ACC service specifications etc.)
  - Has read and understood the Health & Safety policy and procedures.
  - Actively supports and complies with health and safety policy and procedures including;
    - Use of protective clothing and equipment as required
    - Ensures safe handling, storage and disposal of potentially hazardous substances
    - Active participation in hazard management and identification process
    - Proactive reporting and remedying of any unsafe work condition, accident or injury
    - Identifies risks and notifies the manager of these in a timely manner
    - Actively contributes to risk minimisation activities within the service
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- 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
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>• Probes all fruitful sources for answers</li> <li>• Can see hidden problems</li> <li>• Is excellent at honest analysis</li> <li>• Looks beyond the obvious and doesn't stop at first answers</li> </ul>
<b>Priority Setting</b>	<ul style="list-style-type: none"> <li>• Spends his/her time and the time of others on what's important</li> <li>• Quickly zeroes in on the critical few and puts the trivial many aside</li> <li>• Can quickly sense what will help or hinder in accomplishing a goal</li> <li>• Eliminates roadblocks</li> <li>• Creates focus</li> </ul>

Competency	Behaviours
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>• Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement.</li> <li>• Most of solutions and suggestions turn out to be correct and accurate judged over time.</li> <li>• Sought out by others for advice and solutions.</li> </ul>
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>• Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>• Builds appropriate rapport</li> <li>• Builds constructive and effective relationships</li> <li>• Uses diplomacy and tact</li> <li>• Can diffuse even high-tension situations comfortably</li> </ul>
<b>Action Oriented</b>	<ul style="list-style-type: none"> <li>• Enjoys working hard. Is action oriented and full of energy for the things he/she sees as challenging.</li> <li>• Not fearful of acting with a minimum of planning, seizes more opportunities than others.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Develops constructive working relationships with other team members.</li> <li>• Has a friendly manner and a positive sense of humour.</li> <li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues.</li> <li>• 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.</li> <li>• Supports in word and action decisions that have been made by the team.</li> <li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### a. Knowledge and Experience:

Expectation of at least 5 years clinical practice

Clinical experience and advanced knowledge relevant to area of speciality.

Previous hospital experience (desirable)

Experience of manufacture and delivery of pharmaceuticals and the operation of a Pharmacy Compounding Unit (essential).

### b. Professional Qualifications / Accreditations / Registrations:

NZ Registered Pharmacist with current annual practicing certificate.

Member of New Zealand Hospital Pharmacy Association and/or Pharmaceutical Society (desirable).

Relevant post Graduate qualification or working towards this (desirable)

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

Delivering high quality care for the patient/client/whānau

Contributing to the development of others

Advanced speciality knowledge

Leading and facilitating clinical improvements

Continual improvement focus.

**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**