

## Position Description

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| <b>Position</b>            | <b>Foundation Pharmacist (Rotational) / Kaitaka Rongoā</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 Clinical 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

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

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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:

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|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.                                                                                  |
| <b>Mana motuhake</b>   | 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.       |
| <b>Mana tāngata</b>    | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.                                                                                                                |
| <b>Mana Māori</b>      | 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.

## Team/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

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 is expected that the person supervises the activities of interns/trainees and other staff.

## Key Accountabilities

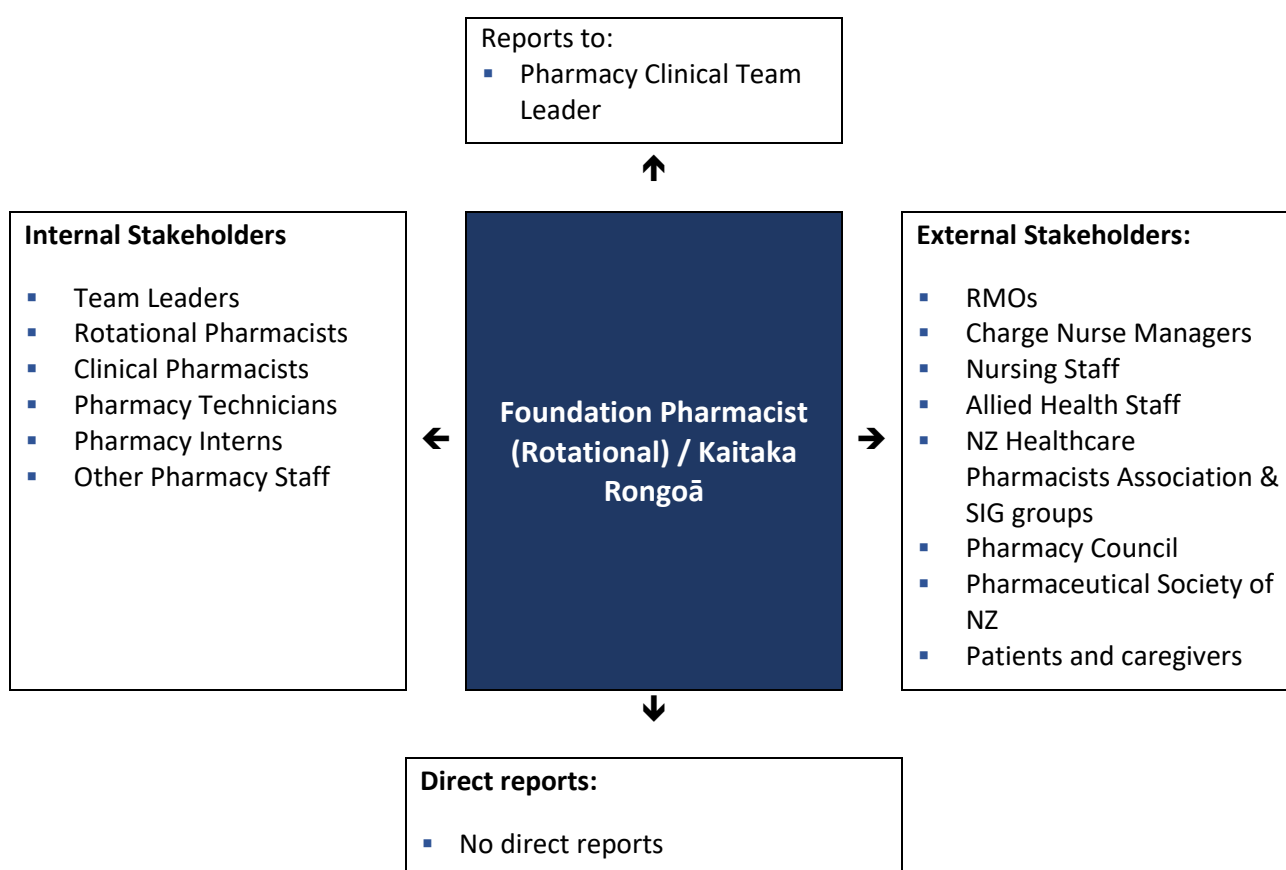
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The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

| Key accountabilities                    | Deliverables / Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Clinical</b>                         | <ul style="list-style-type: none"> <li>Provides a clinical pharmacy service to a key clinical area, under direction of the Clinical Team Leader.</li> <li>Ensures clinical practice is evidence based, shared, and, where ever possible patient focused.</li> <li>Provides medicine reconciliation services where appropriate.</li> <li>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.</li> <li>Develops positive relationships with key personnel within areas of responsibility.</li> </ul>                                                                                                                                                                                                  |
| <b>Operational</b>                      | <ul style="list-style-type: none"> <li>Liaises with dispensary and imprest teams to ensure effective management of drug distribution.</li> <li>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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Quality Improvement</b>              | <ul style="list-style-type: none"> <li>Participates in the service's quality improvement activities.</li> <li>Complies with standards and works to improve patient/client satisfaction.</li> <li>Identifies improvement opportunities and notifies the manager of these.</li> <li>Provides good patient/client service and is responsive to patient/client requests or complaints.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Information Technology</b>           | <ul style="list-style-type: none"> <li>Ensures accurate and rapid processing of all transactions through the pharmacy computer system.</li> <li>Aids in the monitoring of inventory to ensure good inventory control and continuity of supplies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Resource Control</b>                 | <ul style="list-style-type: none"> <li>Ensures rapid processing of transactions so that recovery of revenue is efficient and inventory control is optimised</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Risk Minimisation</b>                | <ul style="list-style-type: none"> <li>Identifies risks and notifies the relevant manager of these.</li> <li>Participates in the service's risk minimisation activities.</li> <li>Complies with Capital, Coast &amp; Hutt district Reportable Events policy and other policies and procedures.</li> <li>Actively contributes to risk minimisation activities within the service.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Education &amp; Training</b>         | <ul style="list-style-type: none"> <li>Participates in continuing education training programmes (this may involve out of hours study as well as working hours).</li> <li>Attends professional development seminars and conferences as appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>General</b>                          | <ul style="list-style-type: none"> <li>Works as part of the pharmacy team to ensure operational duties are fulfilled.</li> <li>Undertakes other duties as requested by the Pharmacy service Manager/Chief Pharmacist.</li> <li>Meets the changing needs of the service.</li> <li>Complies with responsibilities under the Privacy Act 1993.</li> <li>Participates in the Saturday roster, Public holiday roster cover and on-call roster as provided by the Hutt Hospital Pharmacy Department.</li> <li>Attends meetings and committees as requested by the Pharmacy Service Manager/Chief Pharmacist as the departmental representative.</li> <li>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.</li> </ul> |
| <b>Occupational Health &amp; Safety</b> | <ul style="list-style-type: none"> <li>Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Key accountabilities                                                                                                                                                                                                                                                                                                                                                           | Deliverables / Outcomes                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>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 proactive reporting and remedying of any unsafe work condition, accident or injury.</li> </ul> |
| <ul style="list-style-type: none"> <li>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.</li> <li>Participates in the Saturday roster, Public holiday roster cover and on-call roster as provided by the specified Pharmacy Department.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                    |

## 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>Planning</b>                 | <ul style="list-style-type: none"> <li>• Accurately scopes out length and difficulty of tasks and projects</li> <li>• Sets objectives and goals</li> <li>• Breaks down work into the process steps</li> <li>• Develops schedules and task/people assignments</li> <li>• Anticipates and adjusts for problems and roadblocks</li> <li>• Measures performance against goals</li> <li>• Evaluates results</li> </ul>                                                                                                                                                                                                                                                         |
| <b>Interpersonal Savvy</b>      | <ul style="list-style-type: none"> <li>• Relates well to people at different levels – up, down, and sideways, inside and outside the organisation</li> <li>• Is a team player</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>Motivating Others</b>        | <ul style="list-style-type: none"> <li>• Creates a positive climate</li> <li>• Is motivated, innovative and motivates others</li> <li>• Pushes tasks and decisions down as appropriate</li> <li>• Empowers others and is able to sell concepts</li> <li>• Invites input from each person and shares ownership and visibility</li> <li>• Makes each individual feel his/her work is important</li> <li>• Is someone people like working with</li> </ul>                                                                                                                                                                                                                    |
| <b>Supervisory and Training</b> | <ul style="list-style-type: none"> <li>• Is willing and able to teach and train junior staff</li> <li>• Willing to take on those who need help and further development</li> <li>• Is aware of and can adapt training to the different learning needs and styles</li> <li>• Making training and learning interesting</li> <li>• Holds frequent development discussions</li> <li>• Is able to provide constructive criticism</li> <li>• Cooperates with the developmental system in the organisation</li> </ul>                                                                                                                                                             |
| <b>Communications</b>           | <ul style="list-style-type: none"> <li>• Is able to write clearly and succinctly in a variety of communication settings and styles</li> <li>• Listens with preparedness to understand</li> <li>• Is confident and appropriately assertive</li> <li>• Deals effectively with conflict</li> <li>• Portrays a positive image of the department</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| <b>Teamwork</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> |
| <b>Quality and Innovation</b>   | <ul style="list-style-type: none"> <li>• Provides quality service to those who rely on one's work</li> <li>• Looks for ways to improve work processes - suggests new ideas and approaches</li> <li>• Explores and trials ideas and suggestions for improvement made by others</li> <li>• Shows commitment to continuous learning and performance development</li> </ul>                                                                                                                                                                                                                                                                                                   |

| Competency                   | Behaviours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Taking Responsibility</b> | <ul style="list-style-type: none"> <li>Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected</li> <li>Adjusts work style and approach to fit in with requirements</li> <li>Perseveres with tasks and achieves objectives despite obstacles</li> <li>Is reliable - does what one says one will</li> <li>Consistently performs tasks correctly - following set procedures and protocols</li> </ul>                                                                                                                                                                                                               |
| <b>Cultural Skills</b>       | <ul style="list-style-type: none"> <li>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</li> <li>Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living</li> <li>Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work</li> <li>Accesses resources to make sure culturally appropriate and language appropriate services are provided</li> <li>Draws on a client's own cultural resources and support frameworks</li> </ul> |

## 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**