



**BAY OF PLENTY**  
DISTRICT HEALTH BOARD  
HAUORA A TOI

## **Position Description**

### **Pharmacy Technician Pharmacy Department**

**Position No:** 19103-018

**Report To:** Senior Technician  
Pharmacy Department  
Whakatane Hospital

**Liase with:** Pharmacy Manager, BOP DHB  
Pharmacists, Pharmacy Technicians and Interns  
Patients and caregivers  
Medical and Nursing Staff  
Various Wards and Departments  
Pharmaceutical Companies and Wholesalers  
Retail and Hospital Pharmacies  
Other Hospitals

### **Main Purpose**

To carry out specified duties as a Pharmacy Technician, with competence and diligence, in order to help maintain an effective and efficient Pharmacy Service at Pacific Health.

While predominantly based at Whakatane Hospital, the appointee may be required to work at Tauranga Hospital from time to time

### **Principal Accountabilities**

#### **Dispensary Service**

- Dispense medications from prescriptions, medication charts, and requisitions meeting legal and departmental requirements, and relevant hospital policies. All dispensings must be checked by a pharmacist before leaving the department.
- Monitor patients' prescriptions and medication charts for legality, availability, and any other medication related queries. Refer these to the Dispensary or Ward Pharmacist if follow-up is required.

- Promote adherence to the BOP DHB Preferred Medicines List (PML) by referring to that document for any prescribing restrictions and availability information. Any ongoing follow-up should be referred to the Dispensary or appropriate Ward Pharmacist.
- Refer to appropriate reference materials when necessary, for example, the Pharmaceutical Schedule, and MIMS Catalogue.
- Ensure service provided is efficient, safe, and professional.
- Demonstrate stock control awareness, and participate in dispensary re-ordering procedures.
- Demonstrate awareness of Maori Health status, and cultural safety issues, and demonstrate implementation of this awareness.
- Participate in compounding or reconstitution of prescribed medications, when legal qualifications are held, and meeting all legal, departmental, and quality standards and requirements.

**Imprest Service:**

- Provide an efficient imprest medication supply service to the hospital wards and departments.
- Determine restocking requirements on a regular basis, rotate stock, and monitor expiry dates for imprest supply, and maintain computer records for all transactions.
- Maintain imprest storage areas in a clean, tidy, user-friendly manner.
- Update imprest requirements regularly in consultation with the Ward Pharmacist and Nurse Manager.
- Check, order, and restock Individual Patient Dispensing (IPD) supplies on the appropriate day(s). Refer to the patient's clinical notes, nurse and/or clinical pharmacist for clarification, when required.
- Repack medications, following legal, quality, and departmental requirements.
- Recycle medications returned from hospital wards and departments, following legal, national and departmental requirements.

**Pharmaceutical Purchasing**

- Process medicine orders through the pharmacy database, meeting contractual obligations, Pharmac restrictions, and pharmacy guidelines.
- Also initiate non-medicinal orders via the Purchasing Department, as needed.
- Process cytotoxic medication charts in order to meet contractual order times and obligations, chemotherapy department requirements, and pharmacy guidelines. (The scope of this role may be reviewed and expanded in the future).

- Receive medication orders, checking goods received for accuracy to order, expiry dates and price variations.
- Process invoices, where applicable, following pharmacy and Finance Department guidelines.
- Complete rolling stock takes on a daily basis to ensure accurate stock handling records.
- Understand stock rotation, and stock turn concepts.
- Understand and communicate urgency of particular orders where appropriate.
- Develop effective relationship with contract service providers to ensure smooth, efficient medication supply and information provision.

**Education and Communication:**

- Participate in continuing education by attending relevant inservices, workshops, conferences, and/or lectures.
- Actively participate in regular staff meetings.
- Promote cultural sensitivity and commitment to the principles of the Treaty of Waitangi.
- Maintain and increase knowledge by reading relevant current literature and journals.
- Participate in a knowledge-sharing environment.
- Provide information in accordance with the Privacy Act.
- Communicate with other Pharmacy Team members effectively and diplomatically to ensure excellent service delivery.
- Display a personal commitment to customer service.
- Participate in training of other staff members, and orientation processes.

**Administration/Clerical Responsibilities:**

- File prescriptions and medication charts daily.
- Prepare and dispatch a monthly prescription batch.
- Process incoming mail and e-mail in a timely and orderly manner.
- Provide intervention and workload statistics, and collate this information using appropriate databases when required.

- Generate necessary monthly reports and assist with provision of any other order related information when required.
- Prepare weekly technician rosters if appropriate in your role. All staff are also asked to participate in effective, and fair rostering of staff by liaising with key personnel as required.
- Participate in completion of clerical tasks, according to the level of clerical skills, as appropriate/available.

**Other Responsibilities:**

- Maintain Pharmacy security at all times, and demonstrate awareness and familiarity with emergency procedures.
- Wear your clearly visible Identification (ID) badge at all times.
- Share extra workloads created by unforeseen circumstances if required.

## **The Person**

### **Essential**

- New Zealand Registered Pharmacy Technician, or
- Trainee Technician, enrolled in the National Certificate for Pharmacy Technician course

### **Desirable**

- Hospital Pharmacy experience
- Administrative skills

### **Relevant Experience**

- Significant pharmacy experience

### **Personal Attributes**

- Excellent communication skills
- Willingness to develop and learn new skills
- Willingness to share own knowledge
- Commitment to quality and accuracy
- Commitment to customer service
- Ability to respond well under pressure
- Multi-culturally proactive
- Excellent time management and organisational skills
- Commitment to team work
- Commitment to Health and Safety standards, and Risk Management