Job Description

Pharmacist
Pharmacy Services
Whakatane Hospital

Report To: Regional Pharmacy Manager
Deputy Pharmacist – Operational Services
Senior Pharmacist and Senior Technician Whakatane Hospital

Liaise with:
- Pharmacists, Pharmacy Technicians, Intern Pharmacists and other Pharmacy staff
- Patients and caregivers
- Medical and Nursing Staff
- Hospital Wards and Departments
- Pharmaceutical Companies and Wholesalers
- Retail and Hospital Pharmacies
- Other Hospitals
- Other DHB Staff

The Bay of Plenty District Health Board
Vision: Healthy, thriving communities
Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.
Values: C Compassion
A Attitude
R Responsiveness
E Excellence

Main Purpose
- To carry out specified duties as a Pharmacist, with competence and diligence, in order to help support the provision of an efficient, cost effective, and safe Pharmacy Service at Bay of Plenty District Health Board which meets:
  » The standards set out in the NZ Code of Good Manufacturing Practice
  » Quality Standards for Pharmacy in NZ
  » The Guidelines on Standards of Pharmaceutical Care in Hospital Practice (NZ Hospital Pharmacists’ Association)
  » BOPDHB Pharmacy Quality systems
- While predominantly based at Whakatane Hospital, the appointee may be required to work at Tauranga Hospital from time to time.
- To participate in ongoing service improvements
- To provide leadership and supervision to the team of Pharmacy Technicians, trainee Technicians, administrative staff, and other staff as delegated by the Pharmacy Manager, including coaching, supporting and mentoring the Pharmacy Technician team
- To promote the professional image of the BOP District Health Board Pharmacy Services
Principal Accountabilities

Professionalism
- At all times act in a way that is consistent with the professional and ethical standards of pharmacy practice as set by the Pharmacy Council of New Zealand, to ensure service provided is efficient, safe, and professional.
- Maintain registration as a pharmacist ie possesses current Annual Practising Certificate from Pharmacy Council of New Zealand, with scope of practice of Pharmacist or higher.
- Maintain membership in an approved Continuing Professional Development Programme, and complete the requirements thereof.
- Display a personal commitment to customer service.

DHB and Pharmacy Services Organisational Requirements
- Actively supports the Pharmacy Manager in achieving strategic direction.
- Positively works towards achieving organisational goals and strategies.
- Understanding of the BOPDHB strategic direction and health priorities.
- Undertakes project management activities if required.
- Participates in Hospital committees as delegated.
- Participates in training of staff as delegated.
- Represents Pharmacy Services in organisational initiatives as delegated by the Pharmacy Manager.

Pharmacy Services Core Skills
Consistent demonstration of
- Competence in day to day dispensary practice (as per departmental training records).
- Active engagement with the multidisciplinary team in the provision of appropriate treatment.
- The ability to identify multiple priorities, and independently allocate time and resources to achieve timely outcomes.
- The ability to effectively locate, analyse and communicate relevant and appropriate medicines information.
- Use of knowledge to assess medication regimens and intervene where necessary.
- Competence in day to day extemporaneous compounding practice (as per departmental training records).
- Involvement in Quality Improvement Initiatives.
- Demonstrates team-member skills
  » Supports values and encourages contributions of all team members.
  » Demonstrates effective negotiation skills.
  » Regularly accepts delegated tasks.
  » Participates at pharmacist/staff meetings.
  » Contributes to staff training.

Dispensary & Supply Service
- Dispense medications from prescriptions and medication charts meeting legal and departmental requirements.
- Check dispensing of Pharmacists, Intern Pharmacists and Pharmacy Technicians, following legal and departmental requirements.
- Monitor patients’ prescriptions and medication charts for legality, availability, and any other medication related queries. Refer these to appropriate Ward Pharmacist if follow-up is required.
- Promote adherence to the Pharmac Hospital Medicines List (HML).
- Dispense and deliver controlled drug and monitored medicine requisitions to wards and departments in a timely manner meeting legal and departmental requirements.
Be familiar with and refer to appropriate reference materials when necessary, for example, the Pharmaceutical Schedule, and MIMS New Ethicals Catalogue.

Demonstrate stock control awareness, and participate in dispensary re-ordering procedures.

**Clinical Pharmacy Service**

Take the responsibility for the outcome of problem solving in provision of pharmaceutical care by:

- Monitoring medication profiles of patients and give appropriate advice to promote drug utilisation commensurate with best patient care. These processes should be undertaken showing due regard for interference with laboratory test results altered drug disposition, interactions, adverse reactions, toxicity, dosage, compliance formulation and cost.
- Monitoring biochemical, microbiological and haematological results when appropriate and liaise with medical staff as to the proper interpretation of those results with respect to drug usage.
- Participate in the medication reconciliation process and the reporting of clinical pharmacy key performance indicators.
- Perform clinical interventions when appropriate, noting recommendations in patients' notes, and/or medication charts.
- Monitor patients’ prescriptions and medication charts for legality and appropriateness.
- Promote cost-effective, evidence-based prescribing, in conjunction with the Hospital Medicines List (HML).
- Provide medication counselling to patients to improve understanding, compliance and tolerance.
- Participate in Drug Utilisation Reviews, Quality Use of Medicines and Medication Safety initiatives when required including the reporting, reviewing and monitoring of medication incidents reported via BOP REF system.
- Conduct literature searches and provide drug information for clinicians and patients as requested.
- Develop guidelines and protocols in consultation with direct patient care personnel.
- Undertake research and / or investigational work which is patient orientated and designed to improve patient care and/or departmental efficiency

**Imprest Service:**

- Liaise with Pharmacy Technicians to provide an efficient imprest medication supply service to the hospital wards and departments.
- Ensure imprest storage areas are maintained in a clean, tidy, user-friendly manner.
- Update and review imprest requirements regularly in consultation with Pharmacy Technicians and Nurse Manager.
- Check repacked medications, following legal, quality, and departmental requirements.
- Check recycled medications returned from hospital wards and departments, following legal, national and departmental requirements.

**Pharmaceutical Purchasing**

- Understand stock rotation, and stock turn concepts.
- Understand and communicate urgency of particular orders where appropriate.

**Administration/ Clerical Responsibilities:**

- Be aware of processes to 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 staff rosters when required.

Compounding Service:
• Display knowledge and skills in non-aseptic extemporaneous compounding,
• Display knowledge and skills in aseptic manipulations
• Produce extemporaneously compounded products to a high standard meeting Code of GMP and departmental requirements.

On-Call and After-Hours Service
• Participate in a rostered on-call and afterhours service
• Be contactable at all times after-hours by phone and/or pager while on-call to ensure prompt service, when required
• Show responsible, safe, and cost-efficient problem-solving skills when dealing with after-hours requests or enquiries.

Medicines Information Service
• Accept, research, and answer medicine information enquiries, as and when required, following national and departmental guidelines.

Other Responsibilities:
• Participate in the orientation, training and continuing educations of pharmacy staff including pharmacy technicians, interns and students.
• Maintain Pharmacy security at all times, and demonstrate awareness and familiarity with emergency procedures.
• Be familiar with and adhere to the relevant BOPDHB and Pharmacy Department policies and standard operating procedures.
• Wear clearly visible Identification (ID) badge at all times.
• Share extra workloads created by unforeseen circumstances when required.
• Be responsible where appropriate for supervising staff
• Provide intervention and workload statistics when required.
• Perform other duties as directed by the Pharmacy Manager or Deputy.

Communication & Team Membership:
• Communicate with other Pharmacy Team members clearly and constructively to ensure excellent service delivery
• Participate as an effective member of the Pharmacy Team to help create a positive environment and promote pharmacy practice.
• Display appropriate communication skills for a range of situations.
• Display appropriate listening skills.
• Share information to improve practice
• Network with other pharmacy staff/health professionals
• Contribute to regular staff meetings in a positive manner
• Provide information in accordance with the Privacy Act.

Education
• Participate in continuing education by attending relevant in-services, conferences, and/or lectures
• Commitment to advancing pharmacy professional services and working towards or completing post-graduate qualifications
• Actively participate in pharmacist team meetings and regular staff meetings
• Maintain and increase knowledge by reading relevant current literature and journals.
- Participate in a knowledge-sharing environment.
- Provide education sessions to medical and nursing staff, and any other groups, as required.

**HEALTH AND SAFETY**

To meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

**TREATY OF WAITANGI/CULTURAL COMPETENCIES**

BOPDHB is committed to the principles of the Treaty of Waitangi

**Cultural Awareness**

- Demonstrate understanding of Treaty of Waitangi and cultural safety.
- Promote cultural sensitivity and commitment to the principles of the Treaty of Waitangi.
- Demonstrate awareness of Maori Health status, and cultural safety issues, and demonstrate implementation of this awareness, where appropriate.

_The Bay of Plenty District Health Board is a smokefree environment_

**The Person**

**Essential**

- New Zealand Registered Pharmacist, with current annual practising certificate.
- Having completed or working towards post-graduation qualifications
- Computer literacy
- Commitment to quality and accuracy
- Commitment to customer service
- Willingness to develop and learn new skills
- Willingness to share own knowledge
- Competent clinical pharmacy skills
- Extemporaneous compounding skills
- Commitment to Health and Safety standards, and Risk Management

**Personal Attributes**

- High standards of personal integrity
- Excellent communication, leadership and administrative skills, and commitment to teamwork
- Good interpersonal skills
- Excellent time management and organisational skills
- Ability to delegate
- Facilitation skills
- Ability to respond well under pressure
- Problem solving skills
- Sense of humour
- Multi-culturally proactive

**Desirable**

- Up to date and comprehensive dispensing skills
- Significant Hospital Pharmacy experience
- Understanding of quality issues surrounding the provision of a medicine distribution service, and the training of technicians providing this service
- Understanding of the manner in which the hospital services interconnect