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|  | <b>POSITION TITLE</b>   | <b>Clinical Pharmacist</b>       |                                      |                                  |
|  | <b>DIRECTORATE</b>  | Operations Directorate           | <b>DEPARTMENT</b>                    | Pharmacy                         |
|  | <b>REPORTING TO (operationally)</b>   | Team Leader Clinical Pharmacists | <b>REPORTING TO (professionally)</b> | Team Leader Clinical Pharmacists |
| <b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b> | This role covers the Hospital Pharmacy Service within the Hawke’s Bay District Health Board (HBDHB)<br>Staff reporting - Nil  |                                  |                                      |                                  |
| <b>PURPOSE OF THE POSITION</b>                           | <p>To provide pharmaceutical care to identified patients in order to achieve the safe, effective and cost-effective use of pharmaceuticals within the limits of resources.</p> <p>To actively partake in the provision/supply of medication through the Hospital Pharmacy dispensary and in the clinical services, taking responsibility for assigned ward/s and involvement in the on-call service.</p> <p>To be involved with appropriate service reviews, audits, projects to improve the delivery of the care and patient outcomes at HBDHB.</p> <p>To effectively interact and communicate with medical and nursing staff regarding medication related issues or concerns, supporting compliance to HBDHB guidelines and legal requirements. Provide informal and occasional formal education on relevant topics to maximise patient outcomes.</p>   |                                  |                                      |                                  |
| <b>KEY DELIVERABLES</b>                                  | <p><b>Clinical Pharmacy Service</b></p> <ul style="list-style-type: none"> <li>○ Participates in clinical pharmacy activities at ward level as rostered</li> <li>○ Takes responsibility for a ward, or a group of wards, providing pharmaceutical care to patients on this / these ward(s).</li> <li>○ To undertake medicine reconciliation to the national standards (Health Quality &amp; Safety Commission).</li> <li>○ Attendance on applicable ward rounds and ward meetings.</li> <li>○ Provision of advice / information (e.g. to nursing, and medical staff) on the effective, safe and cost-effective use of medicines</li> <li>○ To implement the guidance of the Hospital Medicines List (HML).</li> <li>○ Medication chart review with full endorsement of medication charts.</li> <li>○ Participates (with completion of records) in the 3-monthly intensive intervention monitoring programme.</li> <li>○ Identification and reporting of adverse drug reactions (ADRs).</li> <li>○ To complete an Event Form (<i>Incident Accident Hazard Report</i>) if an error relating to medicines usage or supply is identified.</li> <li>○ Counselling patients on the use of their medicines.</li> <li>○ Provision of medication cards and patient information leaflets (PILs) to patients.</li> <li>○ Resolution of discharge issues (e.g. Section 29 medicines, Special Authority, Named Patient Pharmaceutical Assessment [NPPA] applications, non-standard formulations).</li> <li>○ Liaison with the Dispensary and Imprest Teams to facilitate timely supply of medicines to patients.</li> <li>○ Liaison with key personnel to improve the delivery of pharmacy services to the designated clinical area(s).</li> <li>○ Identifies opportunities to improve pharmacy services, developing and implementing actions when appropriate.</li> <li>○ To work within the guidance of HBDHB protocols, guidelines and clinical pathways.</li> <li>○ To develop positive relationships with key personnel within delegated ward(s).</li> </ul> <p><b>Operational Services</b></p> <ul style="list-style-type: none"> <li>○ To directly participate in the dispensing and supply of medicines, and the supply of over the counter (OTC) medicines.</li> <li>○ Prescriptions are dispensed meeting all legal, ethical standards and regulations, Good Manufacturing Practice (GMP), local policies &amp; procedures or clinical trial procedures.</li> <li>○ To implement the guidance of HBDHB protocols, guidelines (including the HML) and clinical pathways.</li> <li>○ To ensure that the requirements of the Pharmaceutical Schedule are met when purchasing or supplying pharmaceuticals from HBH Pharmacy, thus not contravening the New Zealand Public Health and Disability Act 2000.</li> <li>○ To participate in and support Drug Usage Reviews (DURs) / audits or quality projects as requested.</li> <li>○ If involved in Clinical Trials - To ensure that clinical trial documentation is complete and accurate</li> </ul> |                                  |                                      |                                  |

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|  | <ul style="list-style-type: none"> <li>○ To participate in the on-call pharmacy service including recording of all calls and call backs, assist in the review of on-call procedures and requirements for on-call bag</li> <li>○ Dispensing – as defined by the Pharmaceutical Society of New Zealand (Inc).</li> </ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>○ To act as role model and mentor to more junior staff, support junior staff to receive regular clinical pharmacy instruction and mentorship</li> <li>○ To engage in regular clinical pharmacy instruction and observation with junior staff.</li> <li>○ To provide orientation / induction to new pharmacists on the clinical aspects of the Pharmacy Service.</li> <li>○ To participate in the training and assessment of pharmacists undertaking clinical pharmacy practice.</li> <li>○ To participate in the training of other healthcare professionals. <ul style="list-style-type: none"> <li>○ Training provided documented in the department database (<i>Training Provided to External Agencies</i>).</li> </ul> </li> <li>○ To participate personally in internal and external continuing education programmes. <ul style="list-style-type: none"> <li>○ Regular attendance and participation in the department CE meetings recorded.</li> <li>○ Formal presentation at departmental CE meetings.</li> <li>○ Attendance at external CE meetings discussed at one-on-one meetings with feedback at a departmental CE session.</li> </ul> </li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>○ Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</li> <li>○ Identifies customer needs and offers ideas for quality improvement.</li> <li>○ Effective management of customers/situations</li> </ul> |  |
| <p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p> | <p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>● Not to do anything that puts your own H&amp;S at risk</li> <li>● Not to do anything that puts others H&amp;S at risk</li> <li>● To follow all health and safety policies and procedures</li> <li>● To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>  |  |
| <p><b>KEY WORKING RELATIONSHIPS</b></p>            | <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Hospital Pharmacy Manager</li> <li>▪ Team Leader Clinical Pharmacist (Line manager)</li> <li>▪ Team Leader Aseptic</li> <li>▪ Dispensary Co-ordinator</li> <li>▪ Other Clinical Pharmacists</li> <li>▪ Pharmacy Technicians and Assistants</li> <li>▪ Clinical Pharmacist Facilitators (based in GP practices)</li> <li>▪ Allied Health Director</li> <li>▪ Chief Allied Health Professions Officer</li> <li>▪ Medical Staff and Nursing Staff</li> <li>▪ All other DHB staff</li> </ul>   | <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Community Pharmacists and staff</li> <li>▪ Health Hawke’s Bay PHO – Population Health Clinical Pharmacist</li> <li>▪ Representatives from pharmaceutical companies</li> <li>▪ Regional/other DHB services</li> <li>▪ Ministry of Health/National Health Board</li> </ul> |

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| <b>DELEGATION AND DECISION</b>                 | Makes decisions within own level of experience and competence to meet service requirements, engages colleagues with specialist knowledge when required and involves senior staff when appropriate.  |
| <b>EMPLOYMENT AGREEMENT &amp; SALARY</b>       | In accordance with the Nelson Marlborough DHB & Hawke's Bay DHB Pharmacy Collective Employment Agreement, step 3-7: (\$63, 871 - \$78,530) gross per annum, pro rata for hours worked, according to qualifications and experience.  |
| <b>DATE</b>                                    | April 2021  |
| <b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b> | N/A   |
| <b>SCOPE &amp; COMPLEXITY</b>                  | <ul style="list-style-type: none"> <li>▪ Works within the pharmacy dispensary and various clinical areas as part of rotation, prioritises and co-ordinates conflicting clinical demands and works within own level of experience and competence, seeking support when required</li> <li>▪ Works independently in on-call capacity once orientated and added to the roster</li> <li>▪ To implement the guidance of HBDHB protocols, guidelines (including the Hospital Medicines List [HML]) and clinical pathways and support compliance of these from medical and nursing colleagues.</li> </ul> |

## ESSENTIAL CRITERIA

### Qualifications

- Holds a graduate Pharmacy qualification recognised by the Pharmacy Council of New Zealand.
- Registered as a Pharmacist with the Pharmacy Council of New Zealand holding a valid Annual Practising Certificate (APC).

### Experience

- An up to date knowledge of pathophysiology, pharmacology, therapeutics and pharmacotherapy.

### Business / Technical Skills

- Organisational skills, particularly the ability to plan and organise your own work routines.
- Basic word-processing skills using Word, Excel and PowerPoint.
- Be able to use the Internet and search through literary database programs.

### Key Attributes

- Effective written and verbal communication skills.
- Positive attitude with problem solving focus.
- Patient safety and patient care focus.
- Demonstrate an understanding of continuous quality improvement.

### Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

### Physical requirements for role:

- Able to kneel
- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Able to safely lift stock boxes of 10-12kg

### Vaccination status for role:

As per the current employee immunisation policy including annual influenza vaccination.

## DESIRABLE CRITERIA

### Qualifications

- Post-graduate pharmacy qualification

### Experience

- Relevant hospital pharmacy experience
- Evidence of mentoring/leadership experience and skills

### Business / Technical Skills

- Familiar with the pharmacy computer program ePharmacy (DXC).
- Familiarity and competence with Microsoft Office programmes, Excel, Word, PowerPoint



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA PARTNERSHIP**  
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.