

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	<b>Quality use of Medicines Pharmacist</b>		
	<b>DIRECTORATE</b>	Hospital Group	<b>DEPARTMENT</b>	Pharmacy Department
	<b>REPORTING TO (operationally)</b>	Hospital Pharmacy Manager	<b>REPORTING TO (professionally)</b>	Hospital Pharmacy Manager
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the quality use of medication across Te Whatu Ora, Te Matau a Māui Hawke's Bay Staff reporting - Nil			
<b>PURPOSE OF THE POSITION</b>	To identify and contribute to strategies for medication safety governance across Te Matau a Māui Hawke's Bay  To help lead the development and delivery of the Te Matau a Māui Hawke's Bay medication safety strategy  To co-ordinate medication safety initiatives and projects across the organisation and where relevant, to external organisations.  To provide leadership and operational support to all Te Matau a Māui Hawke's Bay medicines governance and medication safety activities and initiatives			
<b>KEY DELIVERABLES</b>	<p><b><u>Medicines Management Services</u></b></p> <ul style="list-style-type: none"> <li>▪ To implement the guidance of Te Matau a Māui Hawke's Bay protocols, guidelines and clinical pathways</li> <li>▪ To promote the cost-effective use of resources and safe practices by participation in the development and review of Pharmacy Service's and Te Matau a Māui Hawke's Bay policies and procedures, particularly those involving medicines</li> <li>▪ To lead production and distribution of regular medication related bulletins to clinical staff.</li> <li>▪ To identify, support and participate in areas of practice research, audits and quality projects related to medication safety.</li> <li>▪ To co-ordinate, participate in and evaluate drug usage review (DUR) audits.</li> <li>▪ To ensure regular updating of any Te Matau a Māui Hawke's Bay Pharmacy Service produced patient information leaflets.</li> </ul> <p><b><u>Pharmacy Management</u></b></p> <ul style="list-style-type: none"> <li>▪ To identify and contribute to strategies to improve pharmacy services.</li> <li>▪ To attend relevant meetings as requested e.g. Pharmacy Management Group, Pharmacy and Therapeutics Advisory Group, Medicine Event Committee, Clinical Audit Advisory Group</li> <li>▪ Oversee the collection and reporting of the pharmacists and technician interventions every 3-months (February, May, August and November).</li> </ul> <p><b><u>Clinical Pharmacy Service</u></b></p> Participates in clinical pharmacy activities at ward level if needed – but not routine/rostered part of this role <ul style="list-style-type: none"> <li>▪ Providing pharmaceutical care to patients on this / these ward(s), including but not limited to medicine reconciliation, provision of advice / information to staff and patients, implement the guidance of the Hospital Medicines List (HML), medication chart review with full endorsement of medication charts.</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>▪ Interprets guidance to make complex decisions on ethical and professional issues and provide guidance to others</li> </ul> <p><b><u>Operational Service</u></b></p> <ul style="list-style-type: none"> <li>▪ To directly participate in the dispensing<sup>1</sup> and supply of medicines, and the supply of over the counter (OTC) medicines, as rostered</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 ensure that the requirements of the Pharmaceutical Schedule are met when purchasing or supplying pharmaceuticals from Hawke's Bay Hospital Pharmacy, thus not contravening the New Zealand Public Health and Disability Act 2000.</li> </ul>			

	<ul style="list-style-type: none"> <li>Participation in the on-call pharmacy service – in consultation with Hospital Pharmacy Manager when staffing levels require</li> </ul> <p><sup>1</sup>Dispensing – as defined by the Pharmaceutical Society of New Zealand (Inc).</p> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>To act as a role model, coach and mentor junior staff</li> <li>To provide orientation/induction to new pharmacists on the role of medication safety in the Pharmacy service</li> <li>To participate in the training and teaching of other healthcare professionals</li> <li>To participate personally in internal and external continuing education programmes</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>		
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Te Whatu Ora, Te Matau a Māui Hawke’s Bay 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>		
<b>KEY WORKING RELATIONSHIPS</b>	<table border="0"> <tr> <td style="vertical-align: top;"> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Hospital Pharmacy Manager</li> <li>Team Leader Clinical Pharmacists</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>System Lead for Medicines</li> <li>Chief Allied Health Professions Officer</li> <li>Medical Staff and Nursing Staff</li> <li>All other Te Matau a Māui Hawke’s Bay staff</li> </ul> </td> <td style="vertical-align: top;"> <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 Te Whatu Ora services</li> <li>Ministry of Health/National Health Board</li> <li>Health Quality and Safety Commission (HQSC)</li> </ul> </td> </tr> </table>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Hospital Pharmacy Manager</li> <li>Team Leader Clinical Pharmacists</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>System Lead for Medicines</li> <li>Chief Allied Health Professions Officer</li> <li>Medical Staff and Nursing Staff</li> <li>All other Te Matau a Māui Hawke’s Bay 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 Te Whatu Ora services</li> <li>Ministry of Health/National Health Board</li> <li>Health Quality and Safety Commission (HQSC)</li> </ul>
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<b>DELEGATION AND DECISION</b>	<p>Makes decisions within own level of experience and competence to meet service requirements, engages colleagues when required. Actively supports junior staff in their development and with decision making related to medication safety.</p> <p>Leads project work related to quality use of medicines within Te Whatu Ora, Te Matau a Māui Hawke’s Bay</p>		
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p>In accordance with the Nelson Marlborough Te Whatu Ora - ` Hawke’s Bay &amp; Te Whatu Ora - ` Hawke’s Bay Pharmacy Collective Employment Agreement; Pharmacist, steps 9-12: \$83,499 - \$94,920 gross per annum according to qualifications and experience</p>		
<b>DATE</b>	<p>July 2022</p>		
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>		
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>With guidance from PTAG and other Pharmacy leadership, undertake and/or lead quality use of medicines projects and strengthening of related training for relevant clinical staff</li> <li>Effectively managing time and prioritising workload to ensure project work is completed within the agreed time.</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).
- Holds a postgraduate diploma in clinical pharmacy, or equivalent.

### Experience

- Significant relevant hospital pharmacy experience
- Advanced, 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 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

### Vaccination status for role:

As per the current employee immunisation policy including annual influenza vaccination and COVID 19 in accordance with current mandate

## DESIRABLE CRITERIA

### Experience

- Further post-graduate pharmacy qualification

### Experience

- Familiar with quality improvement processes
- Previous experience of audit and/or project work

### Business / Technical Skills

- Familiar with the pharmacy computer program ePharmacy (DXC).
- More advanced 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.

**RARANGATE 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.