

POSITION DESCRIPTION

POSITION DETAILS:	
TITLE:	CLINICAL PHARMACIST
REPORTS TO:	ASSOCIATE CLINICAL LEAD PHARMACIST - CLINICAL PHARMACY SERVICES
LOCATION:	DEPARTMENT OF PHARMACY
AUTHORISED BY:	CLINICAL LEAD PHARMACIST – CLINICAL PHARMACY SERVICES
DATE:	May 2017

<p>PRIMARY FUNCTION: TO CONTRIBUTE TO THE CLINICAL PHARMACY SERVICE BY ENSURING THE PROVISION OF HIGH QUALITY PHARMACEUTICAL CARE TO A SPECIFIED GROUP OF PATIENTS.</p>
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KEY ACCOUNTABILITIES	
Key Result Area	Expected Outcomes/Performance Indicators
<u>Clinical</u>	<ul style="list-style-type: none"> • Provide a comprehensive clinical pharmacy service to a specified group of patients, as per service requirements and under the direction of the Associate Clinical Lead Pharmacist – Clinical Pharmacy Services. • Practice clinical pharmacy in a proactive manner, forming positive working relationships with key nursing, medical and business personnel within areas of responsibility. • Undertake medicines reconciliation to the national standard (Health Quality and Safety Commission) on admission, at transfer and at discharge. • Provide a medication optimisation service to patients in clinical areas. • Educate patients on their medicines, including providing written information, to promote medication adherence and promote best patient outcomes. • Implement guidance pertaining to the Hospital Medicines List (HML). • Resolve medication related discharge issues for patients (e.g. section 29 medicines, specials authority, Named Patient Pharmaceutical Assessments (NPPA) applications). • Provide medicines information to patients, carers and other healthcare professionals. • Facilitate the supply of pharmaceutical products to ensure timely medication supply to patients. • Work proactively within a team of clinical pharmacists and technicians, to cover, assist and support others within the team so objectives can be achieved.
<u>Quality</u>	<ul style="list-style-type: none"> • Participate and support quality initiatives, including research and audit, within Pharmacy and within clinical areas where requested • Proactively identify opportunities to improve pharmacy services, developing and implementing actions when appropriate. • Document clinical interventions and contributions on

	<p>regular basis and in accordance with departmental requirements.</p> <ul style="list-style-type: none"> To document clinical metrics on a regular basis and in accordance with departmental requirements. To identify, record and report adverse events in accordance with organisational policy.
<u>Education and Training of Others</u>	<ul style="list-style-type: none"> Participate in post-graduate education activities as a commitment to continuing professional development. Participate in internal training programmes. Participate in the training of pharmacy personnel (including interns and externs). Participate in the education and training of other health care professionals as appropriate.
<u>General</u>	<ul style="list-style-type: none"> Support the Pharmacy Mission Statement and act in accordance with department's Guiding Principles at all times. Attend such meetings and committees as requested by Service Clinical Director Pharmacy or Clinical Lead Pharmacist as the departmental representative. There is a requirement to participate in the Saturday and early and late rosters, Public Holiday cover and the out of hours on call services provided by the Department of Pharmacy. Undertake other duties as requested by the Service Clinical Director Pharmacy or Clinical Lead Pharmacist. Meet the changing needs of the service, the duties and working times may be subject to reasonable change in the future. All duties will be undertaken in a safe manner with due regard to occupational health and safety policies. To respect confidentiality of information pertaining to patients, staff and management.

<p>MATTERS WHICH MUST BE REFERRED TO</p> <ul style="list-style-type: none"> Significant issues affecting individual performance Significant issues affecting service performance Significant systemic patient safety issues Occupational Health and Safety issues
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Authorities:	
None	
FTE	Budget Accountability (if applicable):
Direct Reports:	\$
None	None

Relationships		
External	Internal	Committees/Groups
<ul style="list-style-type: none"> Pharmaceutical Society Pharmacy Council NZHPA Community Pharmacists GP's PHOs Auckland School of Pharmacy 	<ul style="list-style-type: none"> Pharmacy staff Medical staff Nursing staff Allied Health Patients 	<ul style="list-style-type: none"> ADHB Quality Groups Departmental meetings Hospital Medicines Committee

<ul style="list-style-type: none"> • Otago School of Pharmacy • Pharmac 		
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Person Specification		
Education Qualifications		
Professional	Essential <ul style="list-style-type: none"> • B.Pharm. or other recognised pharmacy qualification • Registered as a pharmacist with the Pharmacy Council of New Zealand. • Holds a current APC. 	Desired <ul style="list-style-type: none"> • Post graduate clinical pharmacy qualification. • At least 12 months of clinical hospital pharmacy experience including clinical pharmacy experience.
Experience/Knowledge	<ul style="list-style-type: none"> • Demonstration of entry level clinical competencies gained through practice. 	<ul style="list-style-type: none"> • Experience working in clinical pharmacy role.

Personal Characteristics
<ul style="list-style-type: none"> • Team player • Flexible • An active and independent learner • An excellent communicator • Well organised • Resilient • Able to follow instructions and follow processes • Displays a commitment to patient care • Enthusiastic personality

CRITICAL COMPETENCIES	
COMPETENCY	DESCRIPTION
Teamwork	Collaborates with fellow team members and other work groups to achieve objectives for the good of the whole.
Flexibility	Ability to adapt and work effectively within a variety of situations, and with various individuals or groups.
Communication / Interpersonal Skills	Actively listens, drawing out information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference. Empathises with others and considers their needs and feelings.
Patient / Customer Orientation	Develops positive working relationships with patients / customers, identifies and seeks to meet their needs. Treats them as first priority and improves service.
Quality Orientation	Pays attention to detail and initiates self-checking procedures; ensures high levels of accuracy and consistent quality. Monitors quality and devises systems to support continuous improvements.
Judgement / Decisiveness	Considers options, develops options, identifies the pros and cons and makes effective decisions within appropriate timeframes and levels of responsibility. Recognises critical factors and weighs up risks appropriately. Knows when to ask for help.
Learning	Constantly strives to build knowledge and skills, acknowledges and learns from mistakes and improves outcomes.
Self-Management	Copes with stress, is resilient to change and understands personal limitations. Is proactive and displays initiative.

WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require