

POSITION DESCRIPTION

Position Details:

Title: Clinical Pharmacy Tutor

Department: Department of Pharmacy

Reports to: Clinical Lead Pharmacist Education, Training and Practice Research

Purpose of Position:

To role model and contribute relevant up to date clinical practice into the undergraduate pharmacy programme at the Auckland School of Pharmacy, to support the professional development of ADHB Pharmacy staff and provide a high level clinical pharmacy service to a specified group of patients..

Key Responsibilities

- To teach into the BPharm course at the University of Auckland School of Pharmacy and support experiential learning placements within ADHB
- To facilitate workplace based learning for clinical pharmacy staff within ADHB
- To provide a high level, comprehensive and professional clinical pharmacy service to a specified group of patients.

Key Accountabilities:

Education and Training

- Participate in the delivery of case management workshops at School of Pharmacy
- Deliver lectures to pharmacy students within areas of clinical expertise
- Facilitate the delivery of other teaching elements at the School of Pharmacy e.g. through identification of suitable expert practitioners or patients
- Support colleagues to deliver lectures or workshops to students
- Plan and co-ordinate pharmacy student placements at ADHB in collaboration with other members of education and clinical teams
- Act as a clinical tutor to students on placements within the hospital, enabling effective experiential learning opportunities to occur
- Promote a learning culture within the clinical team
- Support the establishment and maintenance of standardised work within the clinical pharmacy service
- Work collaboratively to implement and support the use of competency frameworks and associated assessment tools
- Co-ordinate and oversee the education and training of Interns, Foundation and Clinical Pharmacists within the clinical team, ensuring consistency and quality
- Support the use of personal development plans for staff in the clinical pharmacy team
- Identify current and future learning and development needs of the clinical team and plan how these could be met in collaboration with senior members of the clinical team and managers
- Work with subject matter experts to develop training packs and programmes for use within the team in accordance with an agreed standardised format(s)
- Develop and implement resources to help staff meet their training, supervision and assessment responsibilities
- Actively engage in their own continuing professional development to meet personal and role

requirements.

- Proactively undertake education and training of other health care professionals as appropriate.

Clinical

- Act as a clinical role model for staff in accordance with the purpose statement and guiding principles of the Pharmacy Department.
- Provide a high level, comprehensive and professional clinical pharmacy service to a specified group of patients, as per service requirements.
- 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.
- Document clinical interventions and contributions on regular basis and in accordance with departmental requirements.
- Document clinical metrics and other work activities on a regular basis and in accordance with departmental requirements.

Quality

- Evaluates training delivery and outcomes (their own and of others) and use this to inform the quality improvement of training programmes
- Liaise with key prescribers and budget holders within areas of responsibility to facilitate interpretation of drug usage trends as per department requirements.
- Identify and report adverse events in accordance with organisational policy.
- Contribute to the management and investigation of medication errors and near misses, under the direction of the Associate Clinical Lead, Clinical Pharmacy Services and Clinical Lead Pharmacist – Clinical Pharmacy Services.
- Identify best practice with respect to the medicines pathway including proactively developing protocols and guidelines and identify other strategies (in conjunction with other senior health care professionals and other senior pharmacy staff) to improve prescribing practice within the clinical area of responsibility.
- Participate and support quality initiatives, including research and audit, within Pharmacy and within clinical areas where requested

General

- 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 the Clinical Lead Pharmacist Education, Training and Practice Research or Service Clinical Director Pharmacy as the departmental representative.
- Undertake other duties as requested by the Clinical Lead Pharmacist Education, Training and Practice Research or Clinical Lead Pharmacist, Clinical Pharmacy Service.
- Participate in the early, late and weekend roster cover, Public Holiday Roster, and the out of hours Emergency Duties commitment provided by the Department of Pharmacy if mutually agreeable.

<ul style="list-style-type: none"> ▪ Participate in operational pharmacy services as requested by the Clinical Lead Pharmacist Education, Training and Practice Research or Service Clinical Director Pharmacy. ▪ Meet the changing needs of the service, the duties and working times may be subject to reasonable change in the future. ▪ Provide all duties will be undertaken in a safe manner with due regard to occupational health and safety policies. ▪ Respect confidentiality of information pertaining to patients, staff and management. 								
<p>Matters which must be referred to the Clinical Lead Pharmacist Education, Training and Practice Research</p> <ul style="list-style-type: none"> ▪ Significant issues affecting individual performance ▪ Significant issues affecting others performance ▪ Significant issues affecting pharmacy service performance, including quality and clinical governance issues ▪ Significant issues medicine related patient risk issues in clinical areas outside of pharmacy ▪ Significant systemic patient safety issues ▪ Occupational Health and Safety issues 								
<p>Authorities: (as per delegated authority policy)</p> <p>None</p>								
<p>Direct Reports (if applicable):</p> <p>None</p>		<p>Budget Accountability (if applicable):</p> <p>None</p>						
<p>Relationships:</p> <table border="1"> <thead> <tr> <th>External</th> <th>Internal</th> <th>Committees/Groups</th> </tr> </thead> <tbody> <tr> <td> School of Pharmacy / Faculty of Medical & Health Sciences Pharmaceutical Society Pharmacy Council NZHPA PHOs Community Pharmacists GP's </td> <td> Pharmacy Staff Medical Staff Nursing Staff Allied Health Patients </td> <td> Hospital Medicines Committee Quality Groups Medication Safety Committees </td> </tr> </tbody> </table>			External	Internal	Committees/Groups	School of Pharmacy / Faculty of Medical & Health Sciences Pharmaceutical Society Pharmacy Council NZHPA PHOs Community Pharmacists GP's	Pharmacy Staff Medical Staff Nursing Staff Allied Health Patients	Hospital Medicines Committee Quality Groups Medication Safety Committees
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Person Specification

	Essential	Desirable
Education/Achievements	B.Pharm. or other recognised pharmacy qualification Registered as a pharmacist with the Pharmacy Council of New Zealand and holds a current APC.	Post-graduate clinical and/or education qualification and/or demonstrated commitment to continuing professional development.
Experience/Knowledge	At least 3 years of experience in hospital pharmacy. Evidence of relevant practice of clinical pharmacy.	Evidence of recent and/or longstanding practice at a senior level within the area of responsibility. Experience in teaching and supporting

personal or professional development for students and/or pharmacy staff

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.
Self Management	Sets high standards and strives to achieve stretching goals. Displays drive and energy and persists in overcoming obstacles. Copes with stress, is resilient to change and understands personal limitations. Is proactive and displays initiative.
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.
Teaching	Ability to teach effectively and act as a clinical pharmacy role model. Demonstrates familiarity with recent curriculum developments in Pharmacy and Health Education.
Research and Innovation	Demonstrates a positive stance towards research involvement Actively questions old ways of doing things, thinks outside the square and develops creative, effective solutions to improve outcomes.
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.
Planning & Monitoring	Develops plans to accomplish goals, establishes timeframes and allocates resources. Identifies and removes barriers. Monitors progress and addresses problems to achieve outcomes.
Learning	Constantly strives to build knowledge and skills, acknowledges and learns from mistakes and improves outcomes.
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.
Innovation	Actively questions old ways of doing things, thinks outside the square and develops creative, effective solutions to improve outcomes.
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.

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