

Job Description

Education and Training Pharmacist

Medical and Elder Services

Position Title:	Education and Training Pharmacist
Organisation Unit:	Directorate of Medical and Elder Services
Location:	Whangārei Hospital, Te Whatu Ora – Health New Zealand Te Tai Tokerau
Responsible to:	Pharmacy Manager, Pharmacy, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	To develop, implement and coordinate education and training programmes for pharmacy and other staff of Te Whatu Ora Te Tai Tokerau

Functional Relationships

The Education and Training Pharmacist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • General Managers • Service and Business Managers • Pharmacy Manager • Pharmacy Professional Leader • Pharmacy Staff • Director of Science, technical & Allied Health. • Clinical Directors and all Medical Staff • All ward and department prescribing, nursing, allied and clerical staff 	<ul style="list-style-type: none"> • Patients and their whānau • Community pharmacies • Medical and nursing staff employed by Hokianga and Whangaroa Trusts • PHARMAC, Ministry of Health and other relevant national groups • Pharmaceutical Company representatives and suppliers • Secondary and tertiary education providers

Key Responsibilities and Expected Outcomes

Te Whatu Ora has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Education and Training Pharmacist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Education and training
- Clinical
- General pharmacist duties
- Medico-legal responsibilities
- Quality assurance
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tiriti o Waitangi Training
Education and Training	<ul style="list-style-type: none"> • Ensure staff orientation and induction process includes all elements of training and validation • Develop, implement, coordinate and support training and education systems and processes for pharmacists, intern pharmacists, pharmacy technicians, trainee pharmacy technicians, PACT technicians, pharmacy assistants, university pharmacy student externs • Develop and implement resources for in-house training and education including training books and e-learning systems • Participate in pharmacy career events for local colleges and during recruitment drives • Identify and develop opportunities for performance and quality improvement • Promote continuing professional development for pharmacists and pharmacy technicians and promote a culture of life-long learning • Develop and coordinate departmental continuing education activities • Develop, implement and maintain competency based assessment framework for pharmacists and pharmacy technicians • Organise and participate in training and competency assessment processes • Participate in decision making in terms of assessing whether staff are competent or have gained competence • Support and participate in peer and experiential based teaching and learning processes • Link training and competency assessment methods to career development process • Actively contribute to the development and delivery of the PGY1 and PGY2 teaching programme around safe and effective medicines prescribing • Proactively undertake education and training of other health care professionals as appropriate

Key Responsibility Area	Expected Outcomes
Clinical	<ul style="list-style-type: none"> • Promote a learning culture within the clinical team • Delivering clinical pharmacy services to designated areas or teams within an interdisciplinary setting to ensure safe, effective and evidence based individualised pharmaceutical intervention is provided to patients, including: medicine reconciliation discharge support, chart review, therapeutic drug monitoring • Ensure patients receive the most appropriate medication for safe and effective treatment in a timely manner • Ensure prescribers and other health care workers are provided with appropriate information regarding medication • Liaise with community pharmacy to ensure safe and comprehensive communication of patient medication needs at transfers or care • Provide medicines information using appropriate resources and according to medicines information standards • Provide patient and whānau education and counselling as appropriate and refer appropriate patients to community pharmacy for specific services
General Pharmacist Duties	<ul style="list-style-type: none"> • Participation in standard 7 day rostering of working hours, to enable teaching of others • Participation in after hours on call service, to enable teaching of others • Participation in nominal quantity of dispensary service • Participation in pharmacy stocktake processes, as required • Participation in team/pharmacy service quality improvement activities • Completion of The Whatu Ora mandatory training • Establishment of annual goals, objectives, performance targets and strategies to meet these • Attendance at educational and role-related courses and conferences where appropriate • Participation in variation of standard hours worked as need dictates •
Medico-legal responsibilities	<ul style="list-style-type: none"> • Maintenance of a current Annual Practising Certificate from the Pharmacy Council of New Zealand • Participation in a professionally recognised continuing professional development programme • Ensure that all activities within the pharmacy service are conducted within the parameters of appropriate legislation, professional standards of practice and Te Whatu Ora policies • Confidentiality of all patient information will be maintained

Key Responsibility Area	Expected Outcomes
Quality Assurance	<ul style="list-style-type: none"> • Contribute to monitoring and evaluating existing clinical service, systems, procedures and practices. Incorporate best practise and new evidence and making appropriate and agreed changes or improvements • Provide information for monitoring the service and participate in audit and quality improvement activities required by pharmacy, informatics, and Te Whatu Ora • Provide advice and support for adverse medication event reviews
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Registration with the Pharmacy Council of New Zealand • Holder of a current Annual Practising Certificate 	<ul style="list-style-type: none"> • Post-graduate clinical and/or education qualification and/or demonstrated commitment of continuing profession development • Experience in teaching and supporting personal or professional development for students and/or pharmacy staff

Experience

Essential	Desirable
<ul style="list-style-type: none">• At least 3 years of experience in pharmacy• A high degree of IT literacy	<ul style="list-style-type: none">• Previous hospital pharmacy experience

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Demonstrates a passion and enthusiasm for clinical pharmacy and ability to support the development of others through teaching• Excellent computer skills• Excellent written and verbal communication skills• Shows initiative and works proactively to achieve personal and team goals• Demonstrates a high level of current technical and professional skills• Ability to work well alone, self-motivate and be proactive and be responsible for meeting own targets and managing own time and resources• Ability to manage a challenging and complex workload and prioritise tasks appropriately• Ability to work within guidelines and refer/escalate appropriately• Excellent organisational skills

Personal Attributes
<ul style="list-style-type: none">• Outcome focused• Self-motivated• Ability to influence others effectively and diplomatically• Commitment to personal professional development and that of others

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: Education and Training
Pharmacist

Signature of
employee: _____

Date: _____