

## Position Description

---

<b>Position</b>	<b>Infectious Diseases Pharmacist</b>
<b>Team / Service</b>	Pharmacy
<b>Directorate</b>	Blood, Cancer, Palliative Care, and Pharmacy
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Chief Pharmacist, Hutt Hospital
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from Hutt Hospital

## Te Whatu Ora

---

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

---

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

---

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

**Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

**Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

**Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

**Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

---

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

#### Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

#### Mission

Working together for health and wellbeing.

#### Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

---

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Team/Service Perspective

---

The pharmacy department provides dispensary and clinical pharmacy services to most areas of Hutt Hospital. We strive to provide a safe, effective, and efficient medications management process for our patients and community. The pharmacy sits in the Blood, Cancer, Palliative Care, and Pharmacy service group, and is supported by the Allied Professions team form a professional development point of view. The pharmacy team is visible across all service groups within the hospital.

## Purpose of the role

- To be the Pharmacy department lead for all issues relating to antimicrobial usage and infection control
- To work in conjunction with the Capital, Coast, and Hutt Valley's Infectious Diseases Physicians to produce and promote guidelines on the safe and cost effective use antimicrobials
- To be responsible for developing, planning, undertaking and co-ordinating hospital wide and directorate clinical audits and prescribing projects to review antimicrobial prescribing and usage
- To be responsible for delivering education and training on antimicrobial agents to pharmacists, pharmacy technicians, intern pharmacists, nursing staff, medical staff and undergraduate medical and pharmacy students via induction programmes and specialist teaching sessions
- To take responsibility for the development and delivery of practice research within the specialty of antimicrobial therapeutics
- To provide specialist pharmaceutical advice regarding the prescribing and usage of anti-infective agents to clinicians, including pharmacists, medical, nursing, and other healthcare professionals
- To provide a quality, culturally appropriate, professional pharmacy service and care to clients of the pharmacy within the context of Te Whatu Ora-Capital, Coast, and Hutt Valley's business plan, including supply of pharmaceuticals and advice within the hospital
- To gain experience in all areas of the pharmacy department
- To continuously improve clinical knowledge of medicines and apply directed and self-directed learning to patients in our care
- To promote professional development and share clinical knowledge and expertise with other members of the pharmacy team, as well as other healthcare professionals in our district and beyond

## Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

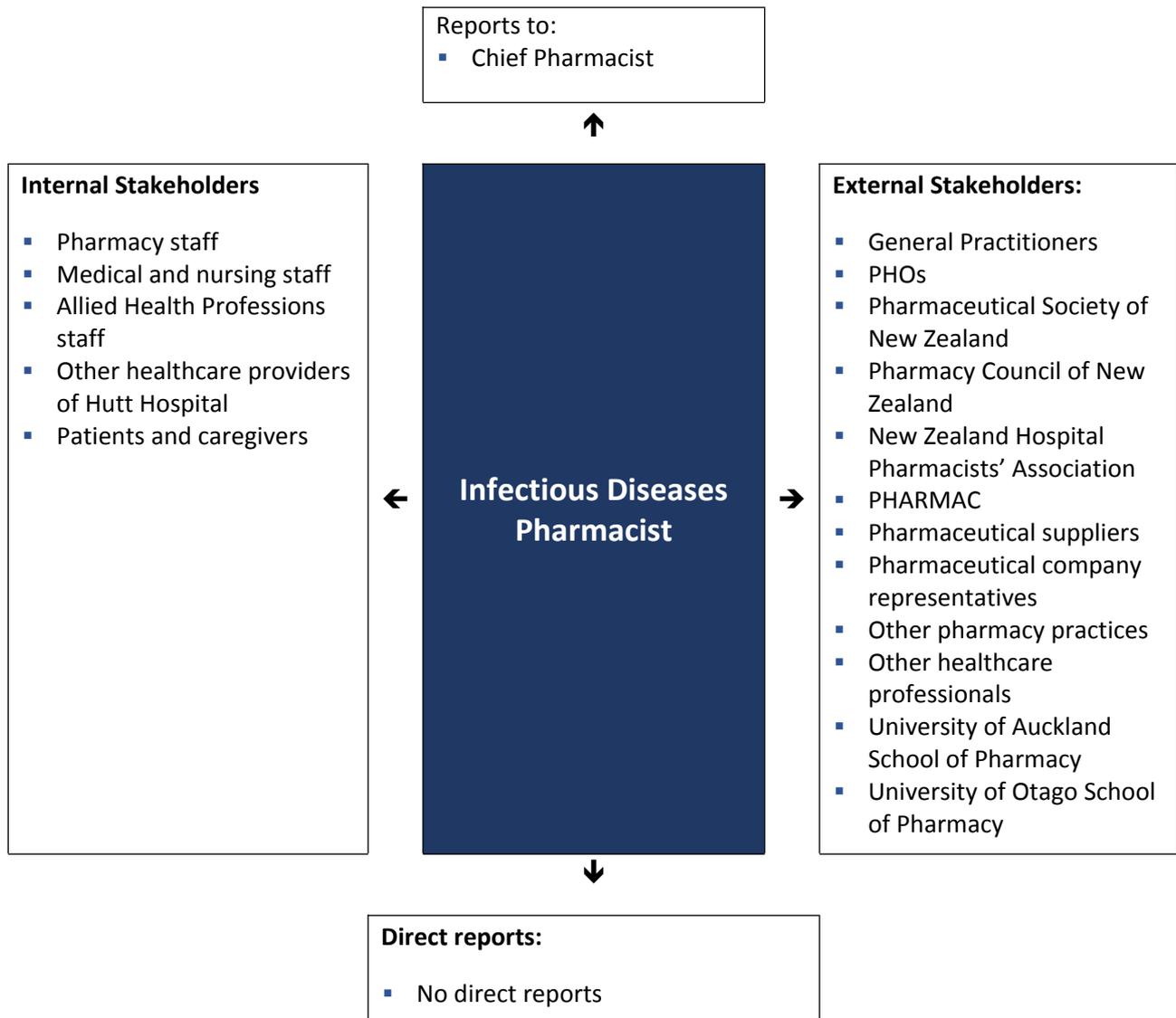
Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<ul style="list-style-type: none"> <li>▪ Meets legal and ethical parameters of pharmacy practice by maintaining registration as a pharmacist in New Zealand, and demonstrating an understanding of clinical risk factors and contributes to mitigating such risks</li> <li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>▪ Communicates with others clearly, verbally and in writing</li> <li>▪ Displays empathy and respect for others</li> <li>▪ Works within privacy and confidentiality requirements</li> <li>▪ Demonstrates cultural sensitivity and responds to individual needs</li> <li>▪ Actively participates in team meetings and functions</li> <li>▪ Actively initiates and participates in quality processes, including quality assurance projects/audits, within the department and hospital</li> </ul>
2. To provide safe, effective, sustainable, quality pharmaceutical care	<ul style="list-style-type: none"> <li>▪ Provides pharmacy services in a manner consistent with established policy and procedural standards of Te Whatu Ora Health New Zealand-Capital, Coast, and Hutt Valley</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Promotes the safe and cost effective use of medicines within the inpatient service</li> <li>▪ Participates in the provision of medicines supply/dispensary services to all areas</li> <li>▪ Implement guidance pertaining to the Hospital Medicines List (HML)</li> <li>▪ Provides clinical support and advice to the intern pharmacist, pharmacy technicians, and students</li> <li>▪ Works proactively with the pharmacy team to cover, assist, and support others within the team so objectives can be achieved</li> <li>▪ Represents the Pharmacy Department in multi-disciplinary forums, e.g. committees</li> <li>▪ Promotes sharing of knowledge through teaching of junior doctors and nurses, as well as the pharmacy team</li> <li>▪ Participates in medication reconciliation on admission and is involved with patients, doctors, and community pharmacists on patient discharge, if required, in accordance with the national standard (Health Quality and Safety Commission)</li> <li>▪ Maintains a high standard of accuracy and efficiency when dispensing medications</li> <li>▪ Assist in the development and implementation of new antimicrobial and infection control policies and in the maintenance of existing policies and guidelines. Liaise with consultants, the microbiology department, and Clinical Pharmacists across the District on clinical and financial aspects of antimicrobial use.</li> <li>▪ Facilitate the implementation of the Antimicrobial Policy and Infection Control Policy across the hospital, including restrictive elements of the policies, as necessary</li> <li>▪ Provide drug-related financial analysis and projections on the use of antimicrobials within the hospital, including benchmarking where appropriate</li> <li>▪ Provide pharmaceutical expertise and advice to medical, nursing, infection control, and pharmacy staff, Clinical Governance or Clinical Nurse Managers meetings as necessary</li> <li>▪ Coordinate the introduction of new antimicrobials into the hospital formulary in conjunction with the Infectious Disease team</li> <li>▪ Inform the hospital of the impact of any national guidance (PHARMAC, etc.) relating to antimicrobial drug therapy</li> <li>▪ Monitor use of unapproved drugs and non-formulary prescribing</li> <li>▪ Identify areas of clinical risk, with regard to antimicrobial drug therapy</li> <li>▪ Develop, communicate, and implement hospital-wide antimicrobial prescribing and medicines management policies and protocols</li> <li>▪ Assist the Pharmacy Department in meeting its Clinical Governance responsibilities as they relate to prescribing, medicines use, and infection control</li> <li>▪ Liaise with the local PHO, Integration Pharmacists, and other primary care healthcare staff to resolve interface issues and</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<p>promote continuity of prescribing between primary and secondary care</p> <ul style="list-style-type: none"> <li>▪ Advise on the pharmaceutical legal and ethical issues of medicines management within antimicrobial use</li> </ul>
3. Leadership	<ul style="list-style-type: none"> <li>▪ Communicate and implement a strategy for the clinical and cost-effective use of antimicrobials within Hutt Valley DHB, clarifying priority objectives to senior colleagues and peers</li> <li>▪ Act as the Pharmacy Department representative on the Hospitals Infection Control Committee, advocating, communicating and implementing Infection Control policies and strategies</li> <li>▪ Identify and manage change needed to develop the antimicrobial prescribing strategy</li> <li>▪ Identify and promote best practice in antimicrobial prescribing and monitoring</li> <li>▪ Lead with enthusiasm, on behalf of the Pharmacy department, on all issues relating to antimicrobial usage and infection control and influence others to achieve the aims of the service</li> <li>▪ Obtain the support from senior colleagues for the antimicrobial clinical pharmacy service and any new initiatives</li> <li>▪ Seek ways of providing or disseminating independent, evaluated information</li> <li>▪ Negotiate (e.g. by producing business plans) for the resources to maintain and develop Pharmacy antimicrobial services</li> <li>▪ Encourage and support initiatives by others in improving antimicrobial medicine management and infection control</li> <li>▪ Lead on infection control issues within the department including the promotion of hand washing and other measures to prevent infection and cross-infection</li> <li>▪ Develop and implement systems within the hospital to maintain and improve the use and monitoring of antimicrobial agents in line with local and national initiatives</li> <li>▪ Ensure antimicrobial pharmacy services develop to meet patient needs, local, and national policy, and the overall strategic aims for antimicrobial utilisation</li> <li>▪ Implement infection control procedures within the Pharmacy Department, and ensure all Pharmacy staff act as advocates for infection control procedures when outside the department</li> <li>▪ Contribute to the Pharmacy Department Risk Management Plan, Emergency Preparedness Plan, and others as required</li> <li>▪ Advise the Chief Pharmacist on policy and use of resources within the area of antimicrobial prescribing</li> </ul>
4. Continuous improvement, innovation, and self-development	<ul style="list-style-type: none"> <li>▪ Establish a culture of continuous improvement, ensuring linked and cohesive District view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector</li> <li>▪ Participates in staff education session and in-service training</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Demonstrates a commitment to keeping up to date in relevant areas of own practice by reading and researching information or attending conferences/seminars</li> <li>▪ Is aware of own limitations and consults with others, or seeks advice when appropriate</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>▪ Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>Builds appropriate rapport and constructive and effective relationships</li> <li>Uses diplomacy and tact</li> <li>Is able to answer queries and explain instructions to others</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>▪ Reads situations effectively, and tailors responses to reflect the needs of the situation</li> </ul>
<b>Process Management and Planning</b>	<ul style="list-style-type: none"> <li>▪ Good at figuring out the processes necessary to get things done</li> <li>▪ Knows how to manage time effectively and prioritize activities</li> <li>▪ Understands how to separate and combine tasks into efficient work flow</li> <li>▪ Can see opportunities for synergy and integration</li> <li>▪ Can simplify complex processes</li> <li>▪ Accurately scopes out length and difficulty of tasks and projects</li> <li>▪ Sets objectives and goals</li> <li>▪ Breaks down work into the process steps</li> <li>▪ Develops schedules and task/people assignments</li> <li>▪ Anticipates and adjusts for problems and roadblocks</li> <li>▪ Measures performance against goals</li> <li>▪ Evaluates results</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Has sound written and verbal communication skills fit for the audience</li> <li>▪ Lays out work in a well-planned and organized manner</li> <li>▪ Maintains two-way dialogue with others on work and results</li> <li>▪ Is a clear communicator</li> </ul>
<b>Ethics and Values</b>	<ul style="list-style-type: none"> <li>▪ Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times</li> <li>▪ Acts in line with those values</li> <li>▪ Practices what he/she preaches</li> <li>▪ Is professional in dealings with others</li> <li>▪ Understands the need for confidentiality</li> <li>▪ Respects the rights of others</li> <li>▪ Is positive about focusing on safety issues at work</li> <li>▪ Is receptive to Maori issues</li> <li>▪ Is widely trusted</li> <li>▪ Is seen as a direct, truthful individual</li> <li>▪ Keeps confidences</li> <li>▪ Admits mistakes</li> <li>▪ Does not misrepresent him/herself for personal gain</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>▪ Sought out by others for advice and solutions</li> <li>▪ Is logical when thinking through issues</li> <li>▪ Thinks reasonably quickly on their feet</li> <li>▪ Is able to apply guidelines and policy to common or routine situations</li> <li>▪ Considers the wider implications of their actions and decisions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>▪ Probes all fruitful sources for answers</li> <li>▪ Is excellent at honest analysis</li> <li>▪ Looks beyond the obvious and doesn't stop at the first answer</li> </ul>

Competency	Behaviours
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>▪ Provides quality service to those who rely on one's work</li> <li>▪ Looks for ways to improve work processes - suggests new ideas and approaches</li> <li>▪ Explores and trials ideas and suggestions for improvement made by others</li> <li>▪ Shows commitment to continuous learning and performance development</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>▪ Can negotiate skilfully in tough situations with both internal and external groups</li> <li>▪ Can settle differences with minimum noise</li> <li>▪ Can win concessions without damaging relationships</li> <li>▪ Can be both direct and forceful as well as diplomatic</li> <li>▪ Gains trust quickly of other parties to the negotiations</li> <li>▪ Has a good sense of timing</li> <li>▪ Can effectively cope with change</li> <li>▪ Can shift gears comfortably, and adapt easily to changes at work</li> <li>▪ Can comfortably handle risk and uncertainty</li> </ul>

## Experience and Capability

---

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- At least two years of clinical experience as a registered pharmacist; hospital experience required
- Knowledge of the New Zealand health system and the hospital environment
- Sound knowledge of basic pharmacy skills and legislation
- Knowledge of the trends and emerging issues for the pharmacy profession
- Competent using a computer
- Is prepared to, and has the ability to learn new web-based clinical applications required for the role; undertakes training if required

### B. Essential Professional Qualifications / Accreditations / Registrations:

- Registration as a pharmacist with the Pharmacy Council of New Zealand
- Current New Zealand Pharmacist Annual Practising Certificate

---

**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.