

## Position Description

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<b>Position</b>	<b>Pharmacist – Medication Safety &amp; Dose Error Reduction Systems (Smart Pumps)</b>
<b>Team / Service</b>	Pharmacy
<b>Directorate</b>	Blood, Cancer, Palliative Care & Pharmacy
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Chief Pharmacist
<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>	The principle site of this position is expected to work from is the Hutt Hospital campus. It is possible that some work will have to be done at the Wellington and Kenepuru campuses

## Te Whatu Ora

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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

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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

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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

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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

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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

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The Hutt Hospital Pharmacy Department is part of the Blood and Cancer, Palliative Care, and Pharmacy Group within Capital, Coast and Hutt Valley District, and is led by the Chief Pharmacist.

The Capital, Coast and Hutt Valley Pharmacy Services has identified its core business areas as those which will improve the quality and cost/effectiveness of prescribing, supply and distribution throughout the district. The service comprises a clinical team, dispensary & logistics team, quality &

risk team and aseptic production team. The clinical team will be instrumental in providing a clinical pharmacy service to inpatients throughout the district and in providing clinical pharmaceutical advice to clinicians. The dispensary team will provide effective support in the core business of inpatient dispensing, including effective inventory management, distribution, and technology support to facilitate this process. The quality & risk team will be instrumental in the development of strategies for drug utilisation review, education and information to improve quality and economic outcomes of prescribing. The aseptic production team will provide quality pharmaceuticals for individual clients, including full in-house compounding of cytotoxic pharmaceuticals.

## Purpose of the role

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This role has two main functions:

- 1) To improve the quality of organisation- and district-wide medicines management through systems that minimise risk, support the development and implementation of medicines safety projects, ensure the provision of the agreed levels of pharmaceutical care to identified patients in order to achieve the safe, effective, and economic use of pharmaceuticals within the limits of resources, and assist and support training of other staff as required.
- 2) To be responsible for the writing and development of medication library dataset for infusion devices including large volume infusion pumps and syringe drivers with Dose Error Reduction Systems (DERS), commonly referred to as Smart Pumps across the district. This role will be responsible for continuing the development of the medication library dataset for infusion devices with Dose Error Reduction Systems (DERS) and providing review of existing datasets, as well as providing expert advice on governance of the datasets.

Although the role has no direct reports, it is expected that the person supervises the activities of interns / trainees and other staff when necessary.

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## 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.

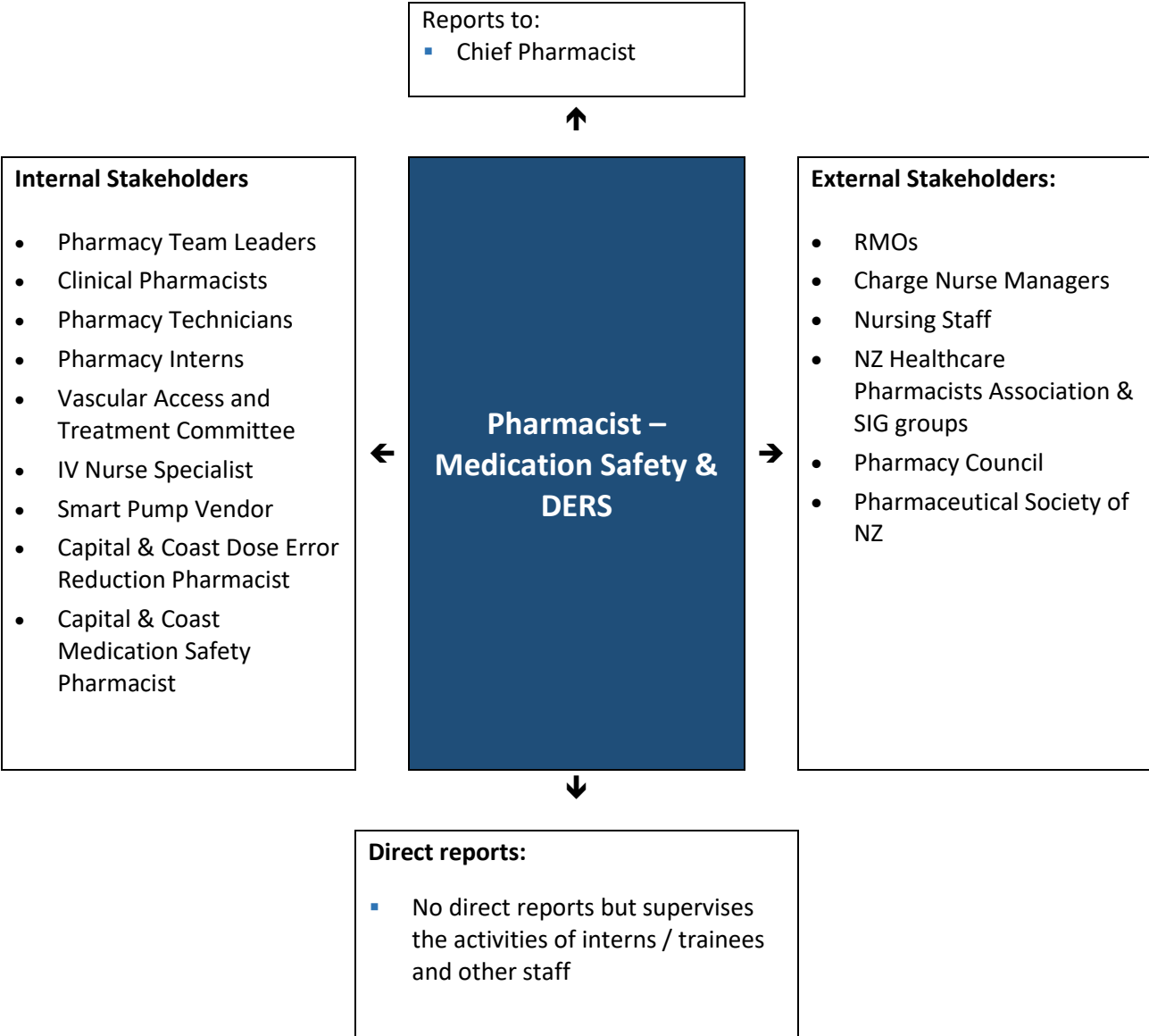
Key accountabilities	Deliverables / Outcomes
<b>Clinical (Medication Safety)</b>	<ul style="list-style-type: none"> <li>• Leads and supports the development and implementation of medicines safety programmes at Hutt Hospital, and collaborates across the District</li> <li>• Supports training and development of staff involved in medicines safety projects</li> <li>• Ensures a multidisciplinary approach to project development and implementation</li> <li>• Management of reportable events (REs) system</li> <li>• Leads and supports development and implementation of medicines reconciliation system</li> <li>• Supports development and implementation of Pyxis technology to improve medication safety</li> <li>• Work plan is closely aligned to Centre of Clinical Excellence</li> <li>• Provides ongoing evaluation of medicine safety and risks at Hutt Hospital and escalates risks to appropriate committees and individuals</li> <li>• Reviews medication incidents monthly and produces reports for the Chief Pharmacist and Medicines Committee with appropriate recommendations as required</li> <li>• Develops positive relationships with key personnel across the organisation</li> <li>• Works closely with the Capital and Coast Medication Safety Pharmacist to ensure medication safety across the District</li> </ul>
<b>Clinical (DERS)</b>	<ul style="list-style-type: none"> <li>• Writes and develops medication library datasets for infusion devices with Dose Error Reduction Systems (DERS)</li> <li>• Works with individual clinical areas to determine priorities for development of DERS</li> <li>• Works with the Project Manager/Governance Group and others to provide safety checks for medication library datasets</li> <li>• Identify opportunities for improvement and optimisation of the Smart Pump medication library dataset</li> <li>• Assists the Project Manager/Governance Group in the co-ordination and provision of education and training for Smart Pumps</li> <li>• Works closely with the Capital and Coast Dose Error Reduction Pharmacist to ensure consistency across the District</li> <li>• Develops positive relationships with key personnel across the organisation</li> <li>• Ensures medication library datasets / clinical practice is evidence based, shared and, where ever possible patient focused</li> <li>• Ensures the medication library datasets comply with local policies, practice and guidelines</li> <li>• Ensures the medication libraries are in accordance with current contents of the PML/ HML</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Contributes to some pharmacy operational services (i.e. includes dispensary)</li> <li>• Participates in the on-call and weekend roster</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates in the service's quality improvement activities</li> <li>• Complies with standards and works to improve patient/client satisfaction</li> <li>• Identifies improvement opportunities and notifies the Chief Pharmacist</li> <li>• Complies with all initiatives to ensure good quality outcomes and compliance with all areas of legislation and funding requirements</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>Provides support for and leads pharmacy related projects as required</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Ensures accurate and rapid processing of all transactions through the pharmacy computer system</li> <li>Aids in the monitoring of inventory to ensure good inventory control and continuity of supplies</li> <li>Uses ePharmacy for inventory control and dispensing</li> </ul>
<b>Resource Control</b>	<ul style="list-style-type: none"> <li>Ensures rapid processing of transactions so that recovery of revenue is efficient and inventory control is optimised</li> <li>Uses ePharmacy for inventory control and dispensing</li> </ul>
<b>Risk Minimisation</b>	<ul style="list-style-type: none"> <li>Identifies risks and notifies the relevant manager of these</li> <li>Participates in the service's risk minimisation activities</li> <li>Complies with Capital, Coast &amp; Hutt district Reportable Events policy and other policies and procedures</li> <li>Actively contributes to risk minimisation activities within the service</li> </ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Participates in continuing education training programmes (this may involve out of hours study as well as working hours)</li> <li>Participates in continuing education sessions</li> <li>Attends professional development seminars and conferences as appropriate</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Undertakes other duties as requested by the Chief Pharmacist</li> <li>Meets the changing needs of the service</li> <li>Complies with responsibilities under the Privacy Act 1993</li> <li>Participates in the Saturday roster, Public holiday roster cover and on call roster as provided by the Pharmacy Department</li> <li>Attends meetings and committees as requested by the Chief Pharmacist as the departmental representative</li> <li>Respects confidentiality of information pertaining to patients, staff and management</li> </ul>
<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> <li>Supports and complies with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury</li> </ul>

Works in other areas identified or following a reasonable request in order to support the organisation in managing safe patient/client care and maintaining service delivery.

**Key Relationships & Authorities**

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## 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>Planning</b>	<ul style="list-style-type: none"> <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>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>• Relates well to people at different levels – up, down, and sideways, inside and outside the organisation</li> <li>• Is a team player</li> <li>• Builds appropriate rapport</li> <li>• Builds constructive and effective relationships</li> <li>• Uses diplomacy and tact</li> <li>• Can diffuse even high-tension situations comfortably</li> </ul>
<b>Motivating Others</b>	<ul style="list-style-type: none"> <li>• Creates a positive climate</li> <li>• Is motivated, innovative and motivates others</li> <li>• Pushes tasks and decisions down as appropriate</li> <li>• Empowers others and is able to sell concepts</li> <li>• Invites input from each person and shares ownership and visibility</li> <li>• Makes each individual feel his/her work is important</li> <li>• Is someone people like working with</li> </ul>
<b>Supervisory and Training</b>	<ul style="list-style-type: none"> <li>• Is willing and able to teach and train junior staff</li> <li>• Willing to take on those who need help and further development</li> <li>• Is aware of and can adapt training to the different learning needs and styles</li> <li>• Making training and learning interesting</li> <li>• Holds frequent development discussions</li> <li>• Is able to provide constructive criticism</li> <li>• Cooperates with the developmental system in the organisation</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Is able to write clearly and succinctly in a variety of communication settings and styles</li> <li>• Listens with preparedness to understand</li> <li>• Is confident and appropriately assertive</li> <li>• Deals effectively with conflict</li> <li>• Portrays a positive image of the department</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Develops constructive working relationships with other team members</li> <li>• Has a friendly manner and a positive sense of humour.</li> <li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues</li> <li>• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments</li> <li>• Supports in word and action decisions that have been made by the team</li> <li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community</li> </ul>
<b>Quality and 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>



Competency	Behaviours
<b>Taking Responsibility</b>	<ul style="list-style-type: none"> <li>• Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected</li> <li>• Adjusts work style and approach to fit in with requirements</li> <li>• Perseveres with tasks and achieves objectives despite obstacles</li> <li>• Is reliable - does what one says one will</li> <li>• Consistently performs tasks correctly - following set procedures and protocols</li> </ul>
<b>Cultural Skills</b>	<ul style="list-style-type: none"> <li>• Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua</li> <li>• Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living</li> <li>• Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work</li> <li>• Accesses resources to make sure culturally appropriate and language appropriate services are provided</li> <li>• Draws on a client's own cultural resources and support frameworks</li> </ul>

## Experience and Capability

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Essential qualifications, skills and experience

### Knowledge, Skills & Experience:

- Qualified pharmacist working in a hospital or equivalent setting
- At least 3 years' post registration experience in a hospital or equivalent setting
- Experience in project support/lead experience – desirable

### Essential Professional Qualifications / Accreditations / Registrations:

- Bachelor degree in Pharmacy (recognised in NZ) or equivalent
- NZ Registered Pharmacist
- Post-graduate clinical specialist knowledge acquired through diploma or certificate level training (ie. Diploma in Clinical Pharmacy or equivalent) - desirable

### Someone well-suited to the role will place a high value on the following:

- Team work
- Enthusiasm
- Contribution to the continuing professional development of themselves and others

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**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.