

## POSITION DESCRIPTION – PHARMACIST

**Reports to:** Lead Pharmacist

**Direct Reports:** None

**Key Relationships:** all clinical and administrative personnel; senior management; external compounders, contractors and suppliers

### CORE Values:

#### WE COLLABORATE

Share the workload  
Support one another  
Share clear goals  
Take ownership  
Follow through  
Be inclusive



#### WE ASPIRE

Professional ethics  
Be knowledgeable  
Continue education  
Take personal responsibility  
Show integrity  
Strive for gold standard



#### WE RESPOND

Show empathy and compassion  
Honest and transparent communication  
Accessible and present  
Personalise service  
Go the extra mile  
Focus on family



#### WE EVOLVE

Pioneer new solutions  
Be curious  
Be nimble  
Keep the edge  
Be flexible to meet patient needs  
Look for improvements



### PURPOSE OF POSITION:

The purpose of the Pharmacist is to facilitate the safe and appropriate use of medicines at Canopy Cancer Care. They will use their medicines-related expertise and specialist knowledge of systemic anti-cancer treatments to support the wider clinical team and provide high quality patient care.

### KEY ACCOUNTABILITIES:

#### Drug procurement and Compounding

- Maintain drug company supply relationships and procurement of new, previously unsourced drugs (section 29), and manage the transition to compounder direct sourcing once drugs become Medsafe approved.
- Liaise with the compounding pharmacy team for completion of form C and stability data
- Carry out and contribute to regular review of the daily drug ordering process from compounder to meet daily cutoff deadlines.
- Confirm patient eligibility and contribute to enrolment and ongoing management of the access programs –, working closely with lead pharmacist and pharmacy technician

**Medicine Management, Prescribing and Dispensing**

- Assist lead pharmacist with managing the process for the introduction of new medicines
- Develop protocols/guidelines/care plans for new medicines added to the Canopy formulary
- Advise nurses and doctors on dose modifications e.g. renal or hepatic impairment
- Advise nurses and doctors on interactions with patient's other medicines
- Advise nurses and doctors on complementary therapies
- Keep up to date with MEDSAFE registered indications for medicines, as well as PHARMAC funding criteria. Advise clinical and business teams of any potential changes
- Advise on administration in special patient populations e.g. development of desensitization protocols for patients with previous hypersensitivity reactions
- Treatment quotes – Review QCL requests from clinicians to ensure completeness and accuracy, issue QCL to customer care team within 24 hours for patient quote preparation
- Support customer care and finance teams with queries regarding drug quotes and pricing
- Keep up to date with changes to drug access programs by drug companies. Advise clinical and business teams of any potential changes
- Liaise with community pharmacies over provision of oral drugs for patients

**Mosaiq Careplans**

- Undertake care plan screening to ensure appropriateness of therapeutic indication, dose, frequency, form and route of administration
- Assist and advise prescribers on care plan selection and manual amendments, e.g. adjusting doses
- Document order specifics for infusion times, route, diluents, carrier solutions, container type, and stability
- Update care plans to reflect national/international changes – eviQ, ACT-NOW and trial data
- Test MOSAIQ software for upgrades to ensure dose calculation functions are working as intended. Advise on any new features and how these can be utilized to improve efficiency and safety

**Quality and Risk and Audit**

- Look for ways to continually improve patient experience from a safety perspective & work with Clinical Quality and Risk Officer to streamline processes
- Assist Clinical Quality and Risk Officer with the investigation of medication related adverse events and reporting to CARM/MEDSAFE
- Ensuring full compliance of Canopy's policies and procedures in relation to medicine management.

- Audit prescribing practice, also look for trends and ensure that any concerns in prescribing practice are highlighted to the Clinical Quality and Risk Officer so that appropriate action can be taken.
- Undertake clinical audit to ensure appropriateness of therapeutic indication, dose, frequency, form and route of administration and report to the Clinical Quality and Risk Officer.
- Attend and report to Quality and Risk meetings on pharmacy trends and risks.
- Contribute to or lead quality improvement projects, e.g. developing drug library for infusion pump software

### Education and Training

- Contribute to education sessions for clinical staff and offer education for Canopy community pharmacies dispensing oral chemotherapy to improve safety

### Possible expansion of role for:

- Clinical Trials
  - Own and Manage any clinical trials that we may get involved with

## QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> <li>• Qualified Pharmacist</li> <li>• NZ Registered Pharmacist</li> <li>• Member of New Zealand Hospital Pharmacy Association and/or Pharmaceutical Society</li> <li>• Current Practicing Certificate</li> <li>• 5+ years Pharmacy work experience</li> <li>• Clinical Oncology Pharmacy experience</li> </ul>	<ul style="list-style-type: none"> <li>• Masters Degree</li> <li>• Experience with E-prescribing systems</li> </ul>

## KEY COMPETENCIES:

ACHIEVEMENT	<ul style="list-style-type: none"> <li>• Works to the standards and targets set by manager. Demonstrates commitment to doing the job well and right.</li> <li>• Checks own work for required quality, striving to do things right first time and meeting quality and performance targets.</li> <li>• Shows a strong commitment to meeting targets and can demonstrate achievement of these. Makes decisions, sets priorities and selects targets that achieve organisational performance requirements.</li> <li>• Shows innovation in taking new approaches to improve organisational performance.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrates initiative by identifying or anticipating opportunities and problems up to five years ahead, proactively assessing options and recommending/implementing appropriate responses.</li> <li>• Organises work of self and others by managing time, resources and workload to achieve end goals and priorities. Tracks and monitors work performance, taking action to address issues that might undermine achievement of targets. Manages multiple tasks and projects effectively. Helps others in workload and time management.</li> </ul>
<b>INFLUENCE &amp; SERVICE</b>	<ul style="list-style-type: none"> <li>• Creates an impression of professionalism in all dealings with people. Creates positive first and lasting image in all such dealings.</li> <li>• Shows customer &amp; service orientation by ensuring customer service is a priority at all times.</li> <li>• Committed to teamwork and collaboration. Participates willingly in helping the whole business perform well and co-operates with others in doing so.</li> <li>• Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others. Uses professional abilities and inter-personal skills to influence others in the achievement of organisational performance requirements.</li> </ul>
<b>WORKING WITH OTHERS</b>	<ul style="list-style-type: none"> <li>• Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.</li> <li>• Considered to be approachable and effective in difficult situations involving others, demonstrating strong interpersonal understanding. Open and honest in dealings with others, respecting their views, perspectives and concerns, and shaping actions and reactions in a manner that reflects an understanding of these. Able to effectively communicate own perspective to others.</li> </ul>
<b>THINKING &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Uses common sense, past experience and an understanding of procedures to identify and solve day-to-day problems.</li> <li>• Applies conceptual thinking to observed situations, identifying root causes and contributing factors, and shaping responses</li> </ul>

	accordingly.
PERSONAL RESILIENCE	<ul style="list-style-type: none"> <li>• Shows flexibility by adapting own strategies, goals, approaches and projects to new situations and change. Effectively encourages others to show flexibility and adapt to changes in direction, priorities and situations.</li> <li>• Shows persistence in dealing with difficult tasks or situations over a long period of time, until successfully completed or a decision is made not to continue. Maintains optimism and positive attitude throughout.</li> <li>• Shows self-confidence in willingness to take on difficult or complex challenges. Expresses own position confidently and clearly.</li> <li>• Demonstrates self-control in behaviours and interactions with others, recognising own motivation, demonstrating self-awareness and moderating actions and responses so as to maintain and build effective relationships. Calms others in stressful situations. Manages own stress effectively.</li> </ul>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Clear spoken English, including the ability to communicate effectively with a wide range of people in face-to-face situations.</li> <li>• Strong written and oral communication skills. Can communicate effectively with a wide range of patients and clinicians through appropriate choice of medium.</li> </ul>