

Job Description

Senior Clinical Pharmacist for Inpatient Mental Health Services

Directorate of Medical and Elder Services

Position Title:	Senior Clinical Pharmacist for Inpatient Mental Health Services
Organisation Unit:	Directorate of Medical & Elder Services
Location:	Te Whatu Ora Te Tai Tokerau
Responsible to:	Pharmacy Manager, Pharmacy, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	To support, develop and deliver pharmacy services to Te Whatu Ora Te Tai Tokerau Inpatient Mental Health Services.

Functional Relationships

The Senior Clinical 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 Staff • Mental Health & Addictions Services staff • Clinical Directors and all Medical Staff • Nursing staff in all wards and departments 	<ul style="list-style-type: none"> • Medical and nursing staff employed by Mahitahi Hauora, Hokianga and Whangaroa Trusts and NGOs • Community pharmacies • PHARMAC, Ministry of Health and other relevant national groups • Pharmaceutical Company representatives / suppliers • Whaiora and their whānau under the care of Te Whatu Ora Te Tai Tokerau

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau 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 Te Tai Tokerau:

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 Senior Clinical Pharmacist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Lead, deliver and develop pharmacy services to the Inpatient Mental Health Services of Te Whatu Ora Te Tai Tokerau
- Provision of knowledge and education to Mental Health & Addictions Services staff and Whaiora, pharmacy, other Te Whatu Ora Te Tai Tokerau staff and external health providers
- Support Te Whatu Ora Te Tai Tokerau Psychiatrists to work optimally by providing thorough reviews of medication prescribing history, evaluation of effectiveness and making recommendation for prescribing regimens
- Medico-legal responsibilities
- Quality assurance
- General pharmacist duties
- 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 – Health NZ 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 Te Whatu Ora – Health NZ Te Tiriti o Waitangi Training.

<p>Lead, deliver and develop pharmacy services to the inpatient Mental Health & Addictions Services of Te Whatu Ora Te Tai Tokerau</p>	<ul style="list-style-type: none"> • Develop links and maintain working relationships with the Northern Region Te Whatu Ora – Health NZ Mental Health Pharmacy Teams. • Be cognisant of and involved in regional and national practices and benchmark Te Whatu Ora Te Tai Tokerau to others, aiming for best practice and outcomes; with attendance at and relevant input to regional and national working groups. • Support a safe and appropriate medicines supply system for Inpatient Mental Health Services. • Ensure all inpatients receive clinical review and medication chart review. • Implement and maintain a safe and appropriate medicines supply system for Mental Health & Addictions Services. • Promote the cost-effective and patient-centered use of medicines and medicine-related care within Mental Health & Addictions Services. • Support the Psychiatry Liaison team and ward pharmacists, where required. • Provide Whaiora/ whānau support and education as required • Attend and contribute to Mental Health & Addictions Services meetings and service development groups. • Share information with and make recommendations to Mental Health & Addictions Services management and Pharmacy Manager and Service Manager. • Be actively involved in discussions and change management around treatment options, dose changes and policy decisions, by collaborative working with the MDT. • Promote the appropriate and patient-centred use of medicines and medicine-related care within Inpatient Mental Health & Addictions Services. • Develop and review medicines protocols and guidelines relating to inpatient Mental Health & Addictions Services. • Supervise, educate and mentor other Te Whatu Ora Te Tai Tokerau pharmacists and pharmacy technicians working in the Mental Health setting. • Represent Te Whatu Ora Te Tai Tokerau pharmacy and Mental Health & Addictions Services when asked/required at courses, conferences, meetings. • Maintain appropriate level of skill and knowledge relevant to the area, by continuing professional development (CPD), ongoing learning and networking. • Develop and maintain relevant standard operating procedures and safe work practices relevant to inpatient Mental Health & Addictions and pharmacy services. • Actively seek opportunities for quality improvement within the service. • Lead and/or be involved in the review and recommendation process for all medication related adverse events for inpatient Mental Health & Addictions Services. • Lead and act as gatekeeper for requests for access to compassionate supply and free stock programmes.
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Key Responsibility Area	Expected Outcomes
	<ul style="list-style-type: none"> • Be cognisant of and make recommendations on the introduction or change to Pharmac listed medicines used in inpatient Mental Health & Addictions Services. • Compile treatment histories and recommend alternate medication management strategies for those where current regimen is not optimal. • Participate in complex case reviews. • Ensure appropriate medication information is transferred as Whaiora move across different care providers. • Work closely with the Community Senior Mental Health & Addictions pharmacist to provide end-to-end pharmacist care across the continuum of specialist services. • Work across the mental health pharmacy service, including community care, where required.
Provision of knowledge and education to Mental Health & Addictions Services staff and Whaiora, pharmacy, other Te Whatu Ora Te Tai Tokerau staff and external health providers	<ul style="list-style-type: none"> • Lead by example in clinical excellence, CPD, use of skills and knowledge and professionalism in Mental Health & Addictions Services. • Provide education and support to Te Whatu Ora Te Tai Tokerau clinical staff working in Mental Health & Addictions Services; including proactive education and awareness of new or changing products, protocols and guidelines. • Provide orientation and training of new clinical pharmacists and pharmacy technicians to Mental Health & Addictions Services, where appropriate. • Provide education and support to external health providers where appropriate; including community pharmacies. • Develop models for education teaching to MDTs.
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 and Mental Health & Addictions Services will be conducted within the parameters of appropriate legislation, professional standards of practice and Te Whatu Ora Te Tai Tokerau policies. • Confidentiality of all patient information will be maintained.
Quality Assurance	<ul style="list-style-type: none"> • Provide information for monitoring the service and participate in audit and quality improvement activities required by pharmacy, the Mental Health & Addictions Services and Te Whatu Ora Te Tai Tokerau. • Provide advice and support for adverse medication event reviews.

Key Responsibility Area	Expected Outcomes
General pharmacist duties	<ul style="list-style-type: none"> • Participation in dispensary service provision. • Completion of Te Whatu Ora Te Tai Tokerau mandatory training. • Participation in pharmacy stocktake processes. • Participation in team/pharmacy service quality improvement activities. • Participation in variation of standard hours worked as need dictates. • Attendance at educational and role-related courses and conferences where appropriate.
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: • Practicing and observing safe work methods; <ul style="list-style-type: none"> ○ 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 Te Tai Tokerau • 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 qualification in a relevant clinical area (or equivalent pharmacy experience)

Experience

Essential	Desirable
<ul style="list-style-type: none"> • At least five years post-registration experience as a practising pharmacist • Knowledge and experience of mental health and addictions services • Proven experience with diverse teams and achieving goals • Experience in educating and supporting others 	<ul style="list-style-type: none"> • Previous hospital pharmacy experience • Experience in leading and developing a team approach • Knowledge of audit and research • Previous experience of projects and quality improvement initiatives

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"> • Competent computer skills • Excellent written and verbal communication skills • Ability to lead and motivate others • Ability to educate others effectively • Shows initiative and works proactively to achieve personal and team goals • Demonstrates a high level of current technical and professional skills and knowledge in Mental Health • Ability to work well alone, be proactive and be responsible for meeting own targets and managing own time and resources • Ability to critically analyse processes and situations and develop improvements • Ability to manage a challenging and complex workload and prioritise tasks appropriately • Excellent organisational skills

Personal Attributes
<ul style="list-style-type: none"> • Outcome focused • Team orientated • Self-motivated • 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: Senior Clinical Pharmacist –
Inpatient Mental Health Services

Signature of
employee: _____

Date: _____