

# POSITION DESCRIPTION

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February 2026

**Health New Zealand (Health NZ) Te Tai o Poutini West Coast is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

<b>Position Title:</b>	<b>Senior Pharmacist – Te Nīkau Hospital Pharmacy</b>	
<b>Reports to:</b>	Chief Pharmacist Waitaha Canterbury (Professionally) Operations Manager Rural Inpatient and Transalpine Services (Operationally)	
<b>Key Relationships:</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Te Nīkau Hospital Pharmacy team</li> <li>• Pharmacy management team Waitaha</li> <li>• Clinical Pharmacology</li> <li>• Medical, Nursing and Allied Health staff</li> <li>• (Associate) Director Allied Health, Scientific &amp; Technical</li> <li>• Director of Nursing</li> <li>• Chief Medical Officer</li> <li>• Allied Health, Scientific &amp; Technical Professional Development Facilitator</li> <li>• Other Health NZ staff</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>• As required with Clients/Patients</li> <li>• General Practitioners, Community Pharmacies</li> <li>• Pharmac; Ministry of Health, including but not limited to Sector Operations, Auditors, Medicines Control; Medsafe</li> <li>• New Zealand Hospital Pharmacy Association; Pharmaceutical Society of New Zealand; Pharmacy Council of New Zealand and other professional bodies and associations</li> </ul>
<b>About us:</b>	<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. The health system will reinforce Te Tiriti principles and obligations</li> <li>2. All people will be able to access a comprehensive range of support in their local communities to help them stay well</li> <li>3. Everyone will have equal access to high quality emergency and specialist care when they need it</li> <li>4. Digital services will provide more people the care they need in their homes and communities</li> <li>5. Health and care workers will be valued and well-trained for the future health system</li> </ol>	
<b>Te Mauri o Rongo – The New Zealand Health Charter:</b>	Te Mauri o Rongo provides an overview of the intent of the charter. In order to guide the culture, values, and behaviour expected of the health sector, Health New Zealand Te Mauri o Rongo provides common values, principles, and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the	



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- To be working at advanced or specialist level, clinically and professionally, have a regular rostered ward-based clinical workload and be part of the dispensary roster as required.
- To be an active and effective member of the combined site Pharmacy leadership team, contributing to the overarching strategic, quality and work plans for Pharmacy services.

### **Key performance objectives:**

Due to rostering and other operational requirements, not all tasks within the position description may be required to be routinely performed

#### **Task:**

**The Senior Pharmacist, Te Nīkau Hospital is responsible for ensuring the provision of an innovative, safe, efficient, effective, legal, ethical, and financially sustainable service which meet the needs of patients, staff, and organisation at Te Nīkau Hospital Pharmacy**

#### Expected results:

- The service is compliant with the Pharmacy Services Standards and the Licence to Operate a Pharmacy, and is reflective of current evidence-based policies, practices, trends, and technological advancements in New Zealand and internationally, which aim to ensure services meet prioritised patient and staff needs for optimal outcomes
- All pharmacy practices and staff are working to legal, ethical, organisational standards and policies, including ensuring a “charge” pharmacist is in direct control and supervision of the pharmacy while it is open, and non-pharmacist staff are not present in the pharmacy without the presence of a pharmacist at any time.
- Goals, objectives, and performance metrics are developed for the service which align with the department and Health New Zealand targets, plans are set with the Chief Pharmacist and Operations Manager, and communicated with relevant pharmacy staff
- Workforce and service initiatives contribute towards eliminating health inequalities
- All services are developed and standardised across Te Tai o Poutini West Coast Waitaha Canterbury, as much as practicable, in conjunction with Senior Pharmacists and Supervisors at all sites
- Ensuring engagement and active contribution in incorporating Care Capacity Demand Management principles and documentation within pharmacy services
- Quality improvement initiatives are undertaken, to enable an innovative, forward-thinking service, considering new ways of working which benefit the patient, other health professionals and are financially sustainable
- All staff are engaged in quality assurance activities appropriate to their role
- All quality activities and documentation are consistent with Waitaha Canterbury Pharmacy sites to maintain standardisation across Te Tai o Poutini West Coast and Waitaha Canterbury Pharmacy services.
- Applicable activities and audits specified in the department’s quality plan are actioned, further developed, and reviewed.
- Represents the team/service at directorate, organisational and cross organisational (i.e., district, regional, national) forums as relevant and delegating to staff as appropriate.
- Monitors and reports to Chief Pharmacist on activities of team members who act as professional, team or service representatives in wider organisational groups, committees, and initiatives
- Investigates complaints and reportable events within Te Nīkau Hospital Pharmacy and provides support to other managers where the service and/or staff are involved as a secondary service

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- Risks, including Health & Safety, to the service, staff and users of the healthcare service are identified, mitigation plans considered and escalated to the Chief Pharmacist and Operations Manager in a timely manner
- Builds and maintains relationships with other health professionals outside of pharmacy services within own area of responsibility to promote multidisciplinary, interdisciplinary, and transdisciplinary ways of working
- Actively promotes effective medicines management within the wider Te Nīkau Hospital

### **Task:**

**The Senior Pharmacist, Te Nīkau Hospital is responsible for the overall supervision and for leading a team of people rostered to Te Nīkau Hospital Pharmacy**

### Expected results:

- Provides direct line management to Te Nīkau Hospital Pharmacy staff while they are rostered at the campus
- Staff are appropriately supervised and working within scope as per applicable legislation and New Zealand Pharmacy Standards.
- Staff are utilising their skills and knowledge at a level appropriate to their role and years of experience with concerns and issues are escalated to the Chief Pharmacist in a timely manner
- Staff are allocated appropriately within the non-clinical operational areas of the site to cover planned and unplanned leave.
- Annual performance appraisals and interim performance reviews are conducted appropriately for any staff rostered permanently to these services, and input is given to the same processes for other rotational staff, as requested
- The team reflects a positive team culture, performing their best, motivating, and inspiring others, and accepting accountability for their actions
- Intervenes and resolves team conflict and issues using a constructive approach
- Assists in the recruitment process of designated or static roles working at Te Nīkau Hospital Pharmacy and may provide support for other recruitment processes across Pharmacy Services as required
- Leads by example through exemplary work ethic and demonstration of advanced or specialist professional practice and clinical knowledge, with a regular rostered ward-based clinical workload and be part of the dispensary roster as required.

### **Task:**

**The Senior Pharmacist, Te Nīkau Hospital is responsible for staff orientation and training at Te Nīkau Hospital Pharmacy**

### Expected results:

- All staff rostered to Te Nīkau Hospital, including new staff, pharmacy students/trainees, and intern pharmacists are orientated and trained according to applicable area orientation and training manuals
- Staff training needs are identified, and programmes developed or maintained and implemented to meet these needs
- Ensure sufficient depth of knowledge of all positions such that there is always more than one employee who can undertake duties in the event of absence
- Orientation and training are consistent across the Te Tai o Poutini West Coast and Waitaha Canterbury Service, through collaboration with Senior Pharmacists at all sites
- Continuing informal education of all rostered staff, including new staff, pharmacy students/trainees, and intern pharmacists is carried out
- Validation, competency, and training logs are completed for staff rostered at Te Nīkau Hospital

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- Staff based at Te Nīkau Hospital Pharmacy are actively involved in the delivery of education as part of the Pharmacy departmental education roster.

### Task:

**The Senior Pharmacist, Te Nīkau Hospital is responsible for developing, coordinating, and monitoring the departmental protocols, standard operating procedures (SOPs) and documentation systems for pharmacy services at Te Nīkau Hospital**

### Expected results:

- Documentation, pharmacy practice and SOPs are in keeping with all applicable legislation, New Zealand Pharmacy Standards and accepted good evidence-based practice, and any deviation is addressed in a timely manner.
- SOPs are standardised as able across Te Tai o Poutini West Coast and Waitaha Canterbury Pharmacy Services, kept up to date and reviewed biennially for approval by the Chief Pharmacist
- All staff rostered to Te Nīkau Hospital, including new staff, pharmacy students/trainees, and intern pharmacists, have access to and are orientated to the applicable pharmacy services procedures.

### Task:

**The Senior Pharmacist, Te Nīkau Hospital is responsible for maintaining stock and inventory management within Te Nīkau Hospital**

### Expected results:

- All routine requirements are fulfilled in a timely manner and stock outages are minimised, using demand forecasting.
- All purchasing within ePharmacy and Oracle complies with legislative, funding, documentation and financial rules related to procurement of pharmaceuticals and consumables
- Adherence to the immunisation Handbook and Cold Chain (Vaccine Handling) policy for purchasing, handling and disposal of vaccines
- Compliant with the Misuse of Drugs Act and Medicines Act in terms of storage and documentation of medicines
- Communication with stakeholders is maintained if stock is unavailable.
- Inventory is maintained at agreed levels, with adherence to any monitoring put in place, such as ensuring routine stocktakes are completed
- Ward stock lists are reviewed in liaison with ward staff and pharmacy technician
- Medication safety and stock issues, including recalls and errors are dealt with promptly and communicated appropriately as advised by the Medication Safety pharmacist and in accordance with relevant SOPs.

### Task:

**The Senior Pharmacist, Te Nīkau Hospital will be an active member of the departmental and wider combined Pharmacy Service Management Teams**

### Expected results:

- Management team meetings are attended routinely
- Actively contributing to meetings, including in providing items for discussion, participating, or leading actions, making recommendations, implementing changes as required from meeting outcomes
- Contribution to management team initiatives and strategic planning as agreed
- Provides reports related to service as requested by the Chief Pharmacist and Operations Manager.

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<b>Task:</b> <b>The Senior Pharmacist, Te Nīkau Hospital is responsible for dispensing inpatient and outpatient medication and attending to administrative tasks associated with the dispensary and distribution of medicines, including clinical trials, controlled drugs; and for dealing with enquiries directed to the dispensary and distribution services.</b>
Expected results: <ul style="list-style-type: none"><li>• Pharmacy practices are efficient and in keeping with all applicable legislation, New Zealand Pharmacy Standards, SOPs and accepted good practice.</li><li>• Enquiries are answered in an accurate and timely manner</li><li>• Accurate and appropriate documentation and computer records maintained.</li></ul>
<b>Task:</b> <b>The Senior Pharmacist, Te Nīkau Hospital is responsible for answering routine drug information questions; for assisting Clinical Pharmacology in medicine utilisation and treatment guideline reviews; to interpret, answer queries and submit relevant information, in relation to PHARMAC issues, to appropriate people.</b>
Expected results: <ul style="list-style-type: none"><li>• Drug information is provided in an accurate and timely manner or enquiries are referred to the Medicines Information service as appropriate.</li><li>• Familiarity with databases, reference materials and Therapeutic Drug Monitoring software.</li><li>• Liaison is maintained with the Medicines Information service as appropriate.</li><li>• Treatment guidelines developed or reviewed as required.</li><li>• Medicines utilisation review (MUR) activities documented.</li><li>• Timely information is provided to patients and health professionals on PHARMAC issues.</li></ul>
<b>Task:</b> <b>The Senior Pharmacist, Te Nīkau Hospital will undertake any other duties consistent with the above position description which may be operationally required and requested by the Operations Manager, Pharmacy and Professional Lead, Pharmacy.</b>
Expected results: <ul style="list-style-type: none"><li>• All duties undertaken in the best interest of Health New Zealand Te Tai o Poutini West Coast are carried out in a competent and efficient manner</li></ul>

<b>General Requirements for Supervisory Staff</b>
<ul style="list-style-type: none"><li>• To maintain knowledge of and promote Te Tai o Poutini West Coast health and safety systems and policies to staff ensuring that all employees are given information on the hazards and controls that could be encountered while they are at work</li><li>• Report as required to Te Tai o Poutini West Coast management on health and safety issues</li><li>• All employees are given in a manner they understand, information on the hazards they will encounter at work</li><li>• Ensure all accidents and dispensing-related incidents are reported and investigated and ensure relevant documentation is completed accurately</li><li>• All new staff have been inducted in health and safety policies and procedures relevant to their position.</li><li>• Ensure regular audits are carried out to monitor hazard controls and to identify new hazards</li></ul>

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<b>HEALTH &amp; SAFETY:</b>
<ul style="list-style-type: none"><li>• Observe all Te Tai o Poutini West Coast Canterbury safe work procedures and instructions</li><li>• Ensure your own safety and that of others</li><li>• Report any hazards or potential hazard immediately</li><li>• Use all protective equipment and wear protective clothing provided</li><li>• Make unsafe work situations safe or, if they cannot, inform your supervisor or manager</li><li>• Co-operate with the monitoring of workplace hazards and employees' health</li><li>• Ensure that all accidents or incidents are promptly reported to your manager</li><li>• Report early any pain or discomfort</li><li>• Take an active role in the Te Tai o Poutini West Coast's rehabilitation plan, to ensure an early and durable return to work</li><li>• Seek advice from your manager if you are unsure of any work practice</li></ul>
<b>QUALITY:</b>
Every staff member within Te Tai o Poutini West Coast is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>
<b>Essential</b> <ul style="list-style-type: none"><li>• Be a New Zealand registered pharmacist with a current annual practising certificate and scope of practice which enables the undertaking of the duties of this position</li><li>• Demonstrated advanced clinical knowledge, judgement and expertise in pharmacy practice and New Zealand Pharmacy Standards</li><li>• Understanding and working knowledge of applicable legislation and guidelines for the practice of pharmacy and cold chain management</li><li>• Demonstrated ability to supervise (leading to effective management with training) and train staff within a dynamic and fast paced workload including the required administrative and reporting requirements</li><li>• Have at least 5 years' experience working in a hospital or equivalent clinical setting</li><li>• Demonstrated ability to write and collate formal documents</li><li>• Competency in using IT tools and the ability to learn new programmes</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Have held a previous supervisor, leadership, or managerial role</li></ul>
<b>PERSONAL ATTRIBUTES:</b>
<b>Essential</b> <b>Key Behaviours:</b> <ul style="list-style-type: none"><li>• Ability to "work together" in a truthful and helpful manner</li><li>• Ability to "work smarter" by being innovative and proactive</li><li>• Accepts responsibility for actions</li><li>• Is client focused and committed to providing a high-quality service</li><li>• Have good written and oral communication skills</li><li>• Ability to effectively organise, update and disseminate information</li><li>• Positive approach to, and ability to identify strategies for problem solving</li><li>• Possess effective interpersonal skills and be able to work as part of a team</li></ul>

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**Health New Zealand**  
**Te Whatu Ora**

- Be committed to continuing education and self-improvement
- Ability to prioritise and work effectively under pressure