

Position Description

Oncology Pharmacist

Icon Cancer Care Mission

To provide exceptional personalised cancer care to patients and their families.

Overall Purpose of Role

This role promotes the quality use of medicines and optimises pharmaceutical care for patients by providing expert drug knowledge and a personal, efficient, safe and high quality pharmacy service.

Scope of Position

Reports to:	Refer to your Employment Agreement
Number of direct reports:	Nil
Base location:	Refer to your Employment Agreement

Working Relationships

Internal	<ul style="list-style-type: none"> The entire Icon team Team Leaders, Operations and Area Managers Supply team and finance staff Medical staff (VMO's)
External	<ul style="list-style-type: none"> Patients and carers Drug company representatives Clinical trial sponsors Suppliers Outside hospital/pharmacy staff

Decision Making Authority – Staffing, budgetary requirements and responsibilities

Makes decisions on:	<ul style="list-style-type: none"> Professional pharmacy matters within the relevant professional body requirements, laws, legislation and local facility policies. Day to day operational matters in consultation with management.
Makes recommendations on:	<ul style="list-style-type: none"> Operational processes to improve service delivery and professional services including quality use of medicines. Clinical workflows or procedures. Hospital accreditation The financial administration of the business unit. Staffing levels. Stock purchases from approved suppliers.
Expenditure authority	<ul style="list-style-type: none"> Nil

Key Responsibility Areas

Key Responsibility 1	
Clinical Practice	<ul style="list-style-type: none"> Provide comprehensive pharmacy services to the patients, families and staff which promote the quality use of medicines and optimise pharmaceutical care.

	<ul style="list-style-type: none"> • Support the quality use of medicines by advising the pharmacy team in medication supply and by participating in projects, audits, working groups or committees as required. • Support the efficient treatment of patients at all Icon sites. • Meet the clinical competency requirements. • Contribute to company publications by writing clinical updates, new drug briefs or any other content as required. • Participate in the design, application and accuracy of drug treatment protocols. • Interview patients or their caregivers to obtain pertinent information regarding their medical or medication histories. • Review patient orders and confirm appropriateness of the dose(s) and treatment regimen for the individual patient. • Communicate with the prescriber to ensure appropriate treatment. • Confirm availability and coordinate the supply and dispensing of all drugs, including those manufactured by the externally contracted service or in-house, clinical trials, compassionate supply programs and overseas supply. • Provide an accurate and timely response to drug information/treatment requests, including high cost drugs requiring quotes, consent or approval. • Counsel all patients (and their family/carers) regarding their treatment and any associated side effects, providing written information and other aids to support verbal advice where required. • Ensure that medical and nursing staff are adequately informed regarding the effects of the prescribed treatments so that these may be safely prescribed and administered. • Provide effective avenues for prevention and early intervention of medication misadventure for all patients. • Collaborate with the pharmacy team to ensure that they are provided with complete information to enable them to safely and accurately prepare or order all required medications. • Ensure the accuracy of calculated doses and determination of appropriate formulations and delivery systems for the preparation and presentation of the required therapies. • Document adverse drug reactions in the patients' notes and report to the appropriate internal and external committees and regulatory bodies, as well as the manufacturer where appropriate. • Supervise and direct support staff (including couriers, assistants and technicians) to ensure a safe, accurate and efficient pharmacy service. • Determine the source of supply of selected prescribed treatments and ensure that the drugs are available to production staff when the work is scheduled. This may require the pharmacist to interact with external service providers and also the pharmaceutical industry. • Participate in all aspects of the preparation of medications and where appropriate achieve successful validation of relevant techniques and processes. • Support the provision of clinical trials through activities such as dispensing and completion of all related paperwork (including temperature monitoring). • Involve and empower patients and their carers to improve safety and quality in medication management. • Provide dispensing/dispensary support as required. • Additional duties as discussed with team leader/manager when required.
Key Responsibility 2	
Development and Continuous Learning	<ul style="list-style-type: none"> • Actively participate in meetings, clinical reviews, case presentations and journal club. • Develop and maintain expertise in the cancer treatment area through attendance at conferences, seminars and active learning within team training sessions and

	<p>competency assessments and/or by participation in post-graduate training programs.</p> <ul style="list-style-type: none"> • Demonstrate evidence of meeting the continuing education/professional development requirements specified by Pharmacy Council of NZ. • Contribute to the development of a training package to address the educational and competency needs of new and existing staff. • Be an active participant in the performance review process, participating in on-the-job training and development programs, including assisting other team members to ensure knowledge and skills are adequate to fulfil operational requirements. • Organise and participate in the delivery of structured education programs for pharmacists, nurses and other Icon team members • Assist with the orientation, training and supervision of pharmacists, pharmacy interns, students, technicians and other team members.
Key Responsibility 3	
<p>Communication and Team Participation</p>	<ul style="list-style-type: none"> • Actively promote and demonstrate a high level of communication and customer service by establishing and maintaining positive relationships through effective communication with key stakeholders to ensure improvements in service delivery and customer needs are identified and implemented • Contribute to the preparation and revision of policies and procedures through active membership on committees and working groups. • Liaise with the clinical trials staff to assist in the preparation and conduct of clinical trials. • Liaise with the pharmaceutical industry regarding new information about marketed products and regimens and information about new products. • Ensure all staff are fully aware of the hazards associated with the handling (including preparation and administration) of these therapies and the safe practices required to reduce or avoid accidental spills and contamination. • Build and maintain strong working relationships with other health professionals within the region and where appropriate across regions. • Participate in the stocktaking process and inventory management. • Work cooperatively and engage in effective communications with clinical services, medical services, managers and team leaders to facilitate and support effective service delivery, good clinical outcomes and stakeholder satisfaction.
Key Responsibility 4	
<p>Leadership/Service and Financial Improvement</p>	<ul style="list-style-type: none"> • Promote cost effective use of medicines through dispensing and supply with minimal wastage, inventory management through Stocktake and inventory reporting. • Ensure patients are charged the correct amount for medicines and recommend cheaper alternative options where clinically appropriate to do so. • Participate in the review of service evaluation and quality improvement changes including the financial aspects relating to prescribed treatments and promoting options to more effectively manage the PBS. • Contribute to the pharmaceutical claim reconciliation process • Provide assistance to support quality clinical practice, development and review of protocols and related service procedures that support the continuum of care and optimal clinical outcomes for patients. • Develop long term strategies through collaboration with other stakeholders to reduce the risk of medication- related problems/harm and prevent unnecessary poly-pharmacy.
Key Responsibility 5	
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Work in accordance with NZ legislation and pharmacy standards. • Play an active role in any changes that are required in workflows or current practices in order to meet the requirements of the standards.

Qualifications, Professional Registration and other requirements	
Mandatory	<ul style="list-style-type: none"> • Pharmacy Degree or diploma from an accredited School of Pharmacy • Current registration as a pharmacist with Pharmacy Council NZ.
Desired	<ul style="list-style-type: none"> • Post graduate qualification in clinical pharmacy or similar relevant qualification.

Competencies – Skills, Knowledge and Experience	
Mandatory	<ul style="list-style-type: none"> • Proven ability to prioritise workload and forward plan to ensure work and information is complete and commitments are fulfilled • Excellent written and oral communication skills and ability to communicate with all levels of hospital staff, patients and carers • Well developed organisational skills • Ability to work unsupervised • Ability to use initiative • Good presentation and teaching skills • Ability to train and supervise students, pharmacy interns and pharmacists. • Proven commitment to the principles and practise of: Clinical drug use and therapeutics, drug information retrieval systems, statistical analysis of published medical and pharmaceutical data, Legal and ethical responsibilities in provision of clinical pharmacy services, Standards and guidelines relating to the delivery of oncology pharmacy services, Pharmacy Acts and Regulations and understanding of Quality Management principles and procedures • Demonstrated ability to apply policies and procedures in order to achieve optimal outcomes for all stakeholders and the role being undertaken
Desired	<ul style="list-style-type: none"> • Significant experience in hospital pharmacy practice including clinical oncology pharmacy practice • Experience and training in clinical pharmacy relating to cancer services • Experience in teaching graduates and undergraduates in pharmacy and other health professions • Commitment to expand and develop initiative, self management and problem solving skills and to participate in continuing education programs to encourage personal development and improved customer service • Management, business and research skills • Previous involvement and experience in research • Publications in peer reviewed journals • Memberships of hospital and professional committees • Active membership with an appropriate professional body: COSA, Pharmaceutical Society of NZ • Experience with computer databases and programming, specifically Excel

All Icon Cancer Care Managers and Employees	
Company Policies and Procedures, Code of Conduct and Values	<ul style="list-style-type: none"> • To behave in line with and adhere to Icon Cancer Care’s Values, Code of Conduct and policies and procedures. • To ensure all proceedings are conducted in a manner which is professional, legal and ethical.
Health and Safety	<ul style="list-style-type: none"> • To demonstrate leadership and commitment to a safe work environment • To behave in line with and adhere to Icon Cancer Care’s Health and Safety requirements

Risk and Compliance	<ul style="list-style-type: none"> • To actively participate in the management and resolution of risk and compliance related incidents and issues and meet necessary deadlines for response and/or resolution. • To report and escalate risk and compliance related concerns, issues and failures to the through appropriate channel to CEO.
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Position Description Authorisation	
Position of Manager	Site Manager
Date Authorised	

I agree to the details outlined in this Position Description and understand that these may be amended from time to time dependent upon the changing needs of Icon.	
Name of Incumbent	
Signature of Incumbent	
Date	