

Position Description: Senior Pharmacy Technician

Location:	Cancer Care Centre
FTE:	As per Conditions of Employment
Reports to:	Pharmacists

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the patient's choice for world class cancer care delivered by people with passion.
Our Values	<p>Excellence</p> <ul style="list-style-type: none"> We deliver outstanding care to our patients with a focus on continuous improvement. <p>Resilience</p> <ul style="list-style-type: none"> We are flexible and responsive to the needs of our patients and our people. <p>Collaboration</p> <ul style="list-style-type: none"> We work in partnership with our patients, their whanau, and our staff. <p>Integrity</p> <ul style="list-style-type: none"> We act with authenticity and to the highest standard of performance and conduct.

Position Objective:

- To provide support to St. George's Cancer Care Centre Pharmacists that adheres to the relevant organisation and professional standards
- To be familiar with and comply with the mission vision and values of St George's Hospital and St Georges Cancer Care Centre

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> Pharmacists Oncologists Haematologists Nurses Admin team Informatics 	<ul style="list-style-type: none"> Other cancer services Public hospital colleagues Compounding providers Pharmaceutical suppliers/wholesalers; external transport/courier services Community Pharmacies; general practitioners; other community-based health providers Consumers/patients

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Key Areas of Accountability:

Area of Accountability	Expected Results
Professional Practice	<p>Drug information</p> <ul style="list-style-type: none"> Assist with the provision of treatment costs for financial planning Use effective communication skills to provide information e.g. written, verbal. Timely information feedback. If busy, give indication of time frame for response. <p>Systemic anticancer treatments (SACT)</p> <ul style="list-style-type: none"> Assist with the daily ordering of SACT Confident with liaising with Compounding providers in regard to stability, formulations and stock control of unfunded medications Promote medication safety Arrange ordering of selected treatments from wholesalers or pharmacies (e.g. drug companies, Healthcare logistics and Remedy Pharmacy) according to supply alerts in MOSAIQ. Liaise with accounts regarding invoices and payments. This includes: <ul style="list-style-type: none"> Pembrolizumab ordering through HCL – once weekly or as required Daratumumab ordering through Remedy Pharmacy – once weekly or as required Complete infusion completion forms or upload receipts of payment for drug company portals in accordance with requirements of the drug companies. Ensure log of returned drugs is kept up to date with expiries <p>Funding and prescriptions</p> <ul style="list-style-type: none"> Assist pharmacists in notifications regarding PHARMAC issues, e.g. funding changes, recalls or drug unavailability Work alongside Pharmaceutical companies in the provision of compassionate supply medications and the resupply of these medicines. Collaborate with Outpatient community pharmacies where appropriate to assist supply of medications this may include uploading of ESCAN prescriptions to MOSAIQ and sending to selected pharmacy <p>MOSAIQ</p> <ul style="list-style-type: none"> Provide assistance with care plan development and maintenance Assist with order set information and updates as required in conjunction with the pharmacists Screen updates to regimes from International resources (e.g. EviQ) to assess whether local changes need to be made.
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> Maintains approachability and an open, effective communication style. Models St George's Hospital vision, values and goals. Respects lines of authority and uses proper channels of communication. Is open and receptive to feedback. Establishes collaborative networks across teams for mutual benefit. Collaborates with peers to achieve strategic goals. Reinforces patient/client focus through education, practice, policies and/or procedures. Recognises individual efforts in excellent patient/client focus. Responds to the changing needs of patients/client groups and appropriately plans education and practice development initiatives to meet service need. Empowers others to take action to resolve patient/client issues promptly Creates a culture of patient/client focus through person-centred care.

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	<ul style="list-style-type: none"> Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.
Quality Improvement	<ul style="list-style-type: none"> Participates actively in quality improvement activities by planning, implementing and evaluating improvements. Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. Participates actively in Ministry of Health Certification and Accreditation process. Documents and reports incidents accurately in accordance with hospital policy. Participates actively in the development/review of policies and procedures.
Professional Development	<ul style="list-style-type: none"> Maintains own professional development and mandatory updates. Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation . Identifies own learning requirements/deficits and develops a plan in conjunction with line manager. Demonstrates and facilitates contemporary knowledge and skills. Understands and adheres to all legislative requirements and follows St George's Hospital/CCC policies and procedures. Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organisation. Identifies own learning requirements/deficits and discusses development plan with Manager. Attends CPR updates and familiarises self with emergency equipment. Attends relevant study days and in-service education. Fosters an environment conducive to learning, enquiry and research. Participates in approved research programmes as requested.
Organisational Culture	<ul style="list-style-type: none"> Fosters co-operation across the organisation. Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. Adheres to St George's policies and procedures.
Cultural understanding and commitment to Te Tiriti o Waitangi	<ul style="list-style-type: none"> Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. Respects diversity of culture, this may include age, gender, sexuality, ethnicity, culture, disability, or beliefs.
Health & Safety	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines and initiatives. Ensures all incidents, injuries and near misses are reported in the St George's H&S reporting tool.
Other Duties	<ul style="list-style-type: none"> Undertakes other duties as requested from time to time Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

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Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Must have a NZ Pharmacy Technicians Certificate (Level 5) • Committed to maintain continuing education portfolio as directed by council requirements 	
Experience & Knowledge	<ul style="list-style-type: none"> • Minimum of 3 years hospital pharmacy experience • Significant experience working in oncology and chemotherapy administration • Must be client focused and committed to providing a high quality service. • Must have good written and oral communication skills 	<ul style="list-style-type: none"> • MOSAIQ super-user with recent experience • Experience working with external compounding facility (such as Baxter Healthcare)
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated and organized • Excellent time management • Able to prioritise tasks according to clinical need and urgency • Good communication skills 	