

POSITION DESCRIPTION

POSITION TITLE	Advisory Pharmacist
HOURS	Full-time (40 hours per week), Permanent
LOCATION	Wellington
RESPONSIBLE TO	Executive Officer, Senior Advisory Pharmacist

PURPOSE OF POSITION

You will assist PDA members with guidance and advice following notifications about dispensing errors and complaints, as well as a broad range of practice-related queries.

To be successful in this role you must be member focused and remain up to date with current pharmacy practice.

RESPONSIBILITIES

Key responsibilities	Deliverables/outcomes
Member assistance	<ul style="list-style-type: none"> - Assist members with errors and internal investigations - Assist members with regulatory body and other organisation investigations - Provide best practice guidance and advice to members - Ensure consistency of services and advice - Provide quality improvement advice to members - Understand and apply/explain relevant legislation and professional standards
Case management	<ul style="list-style-type: none"> - Case follow-up - Data entry - Maintaining confidentiality of sensitive information
Relationship management	<ul style="list-style-type: none"> - Communicate effectively to members and other stakeholders - Present to members, interns and other groups as needed - Consult with legal advisors, insurer, sector organisations - Liaise with service providers
Teamwork	<ul style="list-style-type: none"> - Work independently within a team environment - Collaborate with and provide support to the wider team
Organisation specific tasks	<ul style="list-style-type: none"> - Ensure member rules are adhered to - Provide secretarial cover as required - Additional administration tasks as required
Operational tasks	<ul style="list-style-type: none"> - Develop, maintain and update tools and education resources for member use - Create communications to members - Perform trend/pattern analysis - Website maintenance and updates

Key responsibilities	Deliverables/outcomes
	<ul style="list-style-type: none"> - Develop, maintain and update Standard Operating Procedures - Preparation of reports
Other	<ul style="list-style-type: none"> - Additional tasks as required

SKILLS & EXPERIENCE

Qualifications

- Bachelor of Pharmacy or equivalent
- Registered Pharmacist with the Pharmacy Council of New Zealand

Experience

- New Zealand community pharmacy

Skills (essential)

- A high standard of verbal and written communication skills
- Attention to detail
- Critical thinking
- Time management, multi-tasking and task prioritisation
- Good knowledge of relevant New Zealand legislation and professional standards
- Basic Microsoft Office and data entry skills

Skills (desirable)

- Working knowledge of legislation and professional standards relevant to the New Zealand pharmacy sector
- Working knowledge of New Zealand pharmacy sector guidelines and common resources
- Incident management and quality improvement

ATTRIBUTES

- Personable, friendly
- Empathetic, supportive
- Helpful, non-judgemental

KEY RELATIONSHIPS (list not exhaustive)

- Internal
 - Executive Officer
 - Operational team
 - Finance
- External
 - Members
 - Legal advisors
 - Broker and insurer
 - Sector organisations