**YOUR PHARMACY NAME**

**Position Description – Intern Pharmacist**

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**Background**

*(Insert a brief statement about your pharmacy. This section is optional.)*

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| **Position title** | Intern Pharmacist |
| **Direct reports** | *(List positions reporting to this role)* |
| **Position type** | Permanent / Fixed Term / Casual  *(Select which one applies)*  Full Time / Part Time  *(Select which one applies)* |
| **Special conditions** | *Must pass a Children’s Act safety check. List any other special conditions (for example, NZ driver licence) that apply to this position.* |

**Key responsibilities:**

The roles main responsibilities, under the supervision of a pharmacist preceptor, are:

1. To apply the academic learnings gained at Pharmacy School in an appropriate manner to be able to fulfill the practice of a registered pharmacist.
2. To provide pharmaceutical services in accordance with all legislative, contractual, professional, and ethical obligations, including:
   * ensuring prescriptions are safe and appropriate for patients
   * dispensing/compounding medicines in accordance with all standard operating procedures.
3. To provide professional advice to patients, pharmacy staff and other health practitioners about health and medicines.

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| **Key tasks** (under the supervision of a pharmacist) | **Performance indicators** |
| To assist the pharmacist/s with the dispensing process including:   * ensuring prescriptions are safe and appropriate for the patient * ensuring all prescriptions comply with legislative and contractual requirements * supervising dispensing staff throughout the dispensing process * ensuring all prescriptions are correct before they are given to the patient * ensuring all prescriptions are completed in a timely manner * ensuring all prescriptions are completed in an efficient manner. | 100% compliance with legislation, contracts, professional obligations, ethical obligations, and pharmacy standard operating procedures. |
| To manage pharmacy stock levels effectively. | Pharmacy stock levels are appropriate and reflect current dispensing patterns. |
| To keep up to date with changes to the PHARMAC Pharmaceutical Schedule. | Stock is managed according to anticipated PHARMAC Pharmaceutical Schedule changes. |
| To provide expert advice to patients regarding the safe and appropriate use of all medicines. | Accurate advice given to all medicine users. |
| To provide expert advice to patients regarding the safe and appropriate use of complementary medicines. | Accurate advice given to users of complementary medicines. |
| To provide guidance and expert advice to pharmacy staff about the safe and appropriate use of medicines – particularly over the counter (OTC) and pharmacy only medicines. | * Pharmacy staff give accurate advice to patients about OTC and pharmacy only medicines. * Pharmacy staff are up to date with current practice regarding diagnosing and treating minor ailments with pharmacy only medicines. |
| To provide guidance and expert advice to pharmacy staff about the safe and appropriate use of complementary medicines. | Pharmacy staff give accurate advice to patients about complementary medicines. |
| To assess patients’ symptoms, provide advice about treatment options and identify patients requiring a referral. | * Accurately diagnose conditions and provide accurate advice about treatment options. * Refer patients who need further assessment by an alternative health provider. |
| To supervise and direct the activities of pharmacy staff. | Effective management of pharmacy staff that results in safe and effective treatment outcomes for patients. |
| To create and maintain effective relationships with patients, customers, and other key pharmacy players, like suppliers. | Agreed reporting is provided to the pharmacy owner/manager. |
| To communicate effectively with a diverse range of people, including patients, pharmacy staff and other health practitioners. | Agreed reporting is provided to the pharmacy owner/manager. |
| To ensure all pharmacy claims are correct and are transmitted within the required timeframe. | Pharmacy claims are correct and transmitted to Sector Services by the required date. |

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| **Functional relationships** | |
| Pharmacy owner | Effective relationship |
| Dispensary staff | Effective relationships |
| Pharmacy technicians, assistants, and other pharmacy staff | Advice and effective relationships |
| Customers and patients | Effective relationships |
| Prescribers | Effective relationships |
| Suppliers | Effective relationships |

**Limitations of role:**

An intern pharmacist will not:

* receive prescriptions by telephone. Taking the reference number of a prescription due for a repeat is permissible.
* give a prescription to a patient unless it has been checked and initialled by the pharmacist.
* supply a pharmacist-only medicine to a patient unless it is under the direct supervision of a pharmacist.

*All activities are under the direct supervision of a pharmacist. Intern pharmacists are permitted to take full part in the dispensing process. Training, under the supervision of a pharmacist preceptor, occurs in a suitable pharmacy environment. Both preceptor and facility must be approved by the PSNZ as suitable for the purposes of training an intern.*

**Person specification:**

* New Zealand registered intern pharmacist.
* New Zealand or Australian B.Pharm graduate, or an overseas registered pharmacist who has met the qualifications to be an intern pharmacist, or a pharmacist who was formerly registered in New Zealand who is intending to return to the workforce.
* An intern pharmacist must complete the intern training programme within two years of registering in the intern scope of practice.
* A current Annual Practicing Certificate.
* Demonstrated capability to perform effectively as an intern pharmacist.
* Demonstrated responsibility for their own learning.
* Demonstrated ability to develop effective relationships with customers from different cultural backgrounds and with varying health issues.
* Demonstrated ability to verbally express thoughts, information and ideas in a clear, concise, accurate and coherent way using an appropriate manner.
* Able to demonstrate an ability to organise self to achieve work programme, meet deadlines and manage conflicting deadlines and requirements.
* Demonstrated commitment to the provision of quality services.
* Honesty, integrity, and an understanding of the significance of confidentiality.