



Hay River Health & Social Services Authority

3 Gaetz Drive, Hay River, Northwest Territories X0E 0R8

Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-02-07	Staff Pharmacist	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Pharmacy	Director, Client Services	Hay River Regional Health Centre

PURPOSE OF THE POSITION

Maintains and monitors the procurement and distribution of medications within the facilities operated by the Hay River Health and Social Services Authority and provides drug information and education for health professionals and clients of the Hay River Health and Social Services Authority and its affiliated clinics. The Staff Pharmacist performs these duties in accordance with the NWT Pharmacy Act and Bylaws, the Hay River Health and Social Services Authority and Pharmacists Standards of Practice, to ensure safe, consistent, and timely supply of medications for the Hay River Health & Social Services Authority.

SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated health authority that provides the following services; 19 acute inpatient beds, emergency services and ambulatory care services including, dialysis and endoscopy; 10 Extended Long Term care beds; Woodland Manor a 15 bed long term care centre; Supportive Living Campus, a Territorial campus providing 10 permanent residences and 2 respite with a skills development centre; Diagnostic imaging, Ultrasound and Mammography; Laboratory services; Medical and Specialty Clinic services; Community Counselling services; Social Services providing Child & Family Services; Community Health and Home Care Services; Rehabilitation services and a full range of support services.

The Staff Pharmacist reports to the Director, Client Services. The incumbent provides medication distribution and drug information services to inpatient and selected outpatient populations. The incumbent acts as a resource for other members of the healthcare team by advising on the maintenance of pharmaceutical and supply inventories and by providing the correct information for physicians and nurses when utilizing medications. This position also has

an impact on the patients' health status by providing advice and the correct information to nurses and physicians on the correct drug utilization and administration.

RESPONSIBILITIES

1. Maintains and monitors the drug distribution system, ensuring safe, rational, and cost-effective therapy.

Main Activities:

- Monitors drug therapy for appropriateness, contraindications, interactions, and allergies, by reviewing physician orders, and documenting interventions
- Ensures delivery of correct medications of Nursing Units by dispensing non-ward stock medication, maintaining an adequate supply of medications for ward stock and overseeing their replenishment
- Verifies packaged/prepared medications for ward stock
- Contributes to the monitoring and maintenance of the Pharmacy computer and Inventory systems
- Prepares monthly reports for the Director, Client Services.

2. Provides Pharmaceutical Care to HRHSSA patients by actively participating on the health care team.

Main Activities:

- Collects, synthesizes, and interprets relevant clinical information to solve drug related problems by finding alternatives and devising the most appropriate drug treatment
- Provides group and/or individual patient counseling; participates in team conferences and discharge planning rounds
- Participates in meetings with multi-disciplinary team and on rounds discussing patient therapy when feasible
- Liaises with physicians, nurses and other health care professionals to ensure the delivery of safe, effective and economic drug treatment

3. Acts as a source of reliable, current drug information to HRHSSA staff, affiliated clinics and other health districts.

Main Activities:

- Delivers in-services on current drug information to HRHSSA employees and from time to time, affiliated clinics and other clients. Advise physicians on drug incompatibilities, alternate drugs as required
- Promotes continuing education for departments' staff, nurses, and physicians as requested
- Updates knowledge of all new drugs. Maintains knowledge of drug interactions and alternative drugs and availability through continuing pharmacy education
- Contributes to pharmacy and therapeutic committee meetings and ward rounds when feasible

4. Performs administrative activities necessary for the delivery of a safe, rational, cost effective and patient-focused pharmacy service.

Main Activities

- Participates on various committees within the HRHSSA as required

- Supervises and monitors the work of other health care professionals who work in the pharmacy department

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Hospital Pharmacy practice, pharmacology, and application of Pharmaceutical Care and Evidenced-based Therapeutic
- Pharmaceutical program knowledge
- Pharmaceutical industry knowledge
- Principles/procedures in research and evaluation
- Recommend performance measures, drafts standards and guidelines of the Health System's environment policy, organization and operation in Canada
- Good computer skills
- Practical knowledge of community-based primary care service delivery
- Excellent collaborative and consultative skills
- High proficiency in oral and written communication
- Strong analytical, problem solving and decision-making skills
- Excellent leadership with interpersonal skills
- Ability to manage multiple tasks
- Pharmacy Examining Board of Canada Certificate is required
- Membership in good standing in a provincial pharmaceutical association

- NWT Pharmacist License
- Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.

These skills are normally acquired through a Bachelor of Science in Pharmacy, a one-year Hospital Pharmacy Residency Program from a recognized Canadian Institution (or equivalent, as determined by the Pharmacy Examining Board of Canada) and at least one- experience in a hospital setting. The Staff Pharmacist must have successfully obtained their Pharmacy Examining Board of Canada Certificate, hold a Pharmacy License from a Province of Canada and be eligible for registration under the NWT Pharmacy Act. Also, the incumbent must be willing to become a member of the Canadian Society of Hospital Pharmacists and must be in good standing to practice pharmacy in any other Canadian jurisdiction.

WORKING CONDITIONS

Physical Demands

Two to four hours a day is spent at a computer entering data into the pharmacy computer system, word processor/spreadsheet, and email. Receiving and shipping of stock for the hospital is a major function of the Pharmacy Department. Lifting and unpacking new shipments, stocking the shelves, and packing orders for the various HRHSSA units take two to three hours a day.

Sensory Demands

Reviewing prescriptions and medication administration review sheets requires focused concentration. Drug inventorying and ordering involves daily use of the computer for up to four hours daily.

Mental Demands

There are mental demands from nurses and physicians for delivery of orders in a timely fashion, supply of medication information to staff or clients as soon as possible and attempts from other staff to influence clinical decision making and departmental policies, practices and work flow. There is high mental demand to maintain an adequate stock of all drugs on formulary and obtain these medications from the best supplier with regards to costs and availability. The work environment requires flexibility in approach to cope with the varying pace of demand

Environmental Conditions

Exposure to oral solid and parenteral cytotoxic chemotherapy and biologic toxins up to about ten times per month is of high intensity. Exposure to non-cytotoxic medications in the process of packaging, compounding and the admixture of intravenous medications is daily.

CERTIFICATION

Position Number: U02-07

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

“The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

November 2004 – editorial changes only
September 2012 scope & reports to changes
December 2021 - Training & Location update