

Position Description

Position	Practice Advisor (0.4 FTE)
Reporting to	Registrar

Our organisation

The Pharmacy Council of New Zealand (Te Pou Whakamana Kaimatū o Aotearoa) is a Responsible Authority created under the Health Practitioners Competence Assurance Act 2003 (the Act) and regulates the profession of pharmacy. This protects the public by ensuring that pharmacists are competent and fit to practise. We set standards for pharmacist training, authorise the registration of pharmacists, process applications for annual practising certificates, and consider complaints about conduct, fitness to practise and health.

Our vision

Through skilled and safe practice, pharmacists contribute to better health outcomes for New Zealanders. We aspire to have pharmacists operate at the top of their scope of practice and to not only be competent and professional in their roles but to continually work towards being the best pharmacist they can be.

Our mission

To ensure that all pharmacists in Aotearoa are competent and fit to practise in the multitude of roles they perform, in order to keep everyone's whānau safe and healthy.

Te Tiriti o Waitangi

The Pharmacy Council of New Zealand recognises its role and responsibility to meet its obligations under Te Tiriti o Waitangi. Our workplace strives to foster manaakitanga best practices including authentic partnership, consultation and mahi tahi approaches to decision making and improvement.

Position purpose

The Practice Advisor is responsible for advising on the application of and assurance of adherence to standards for pharmacy practice as specified in s118 of the Health Practitioners Competence Assurance Act 2003 (HPCAA). This Advisor will also manage processes for competence review of individual pharmacists. It is expected that this role will involve compliance, registrations and project work as defined by the Council work programme and strategic focus.

It is essential that the Practice Advisor maintains knowledge of current pharmacy practice.

Key Relationships

External: Pharmaceutical Society of NZ (Inc), Pharmacy Guild, Green Cross, Regulatory Authorities, Members of the Public, Pharmacists, Pharmacy Stakeholder Groups, and other relevant pharmacy organisations.

Internal: Registrar, Senior Case Manager, Registrations Officer (Notifications and Complaints), Practice Advisor, Legal Advisor, Manager Registration & Competence Assurance, relevant Council Committees and Competence Review Teams.

We are a small team and collegial, effective working relationships with all colleagues is essential.

Key Tasks and Responsibilities

Key accountability or deliverable	Indicators of success
Practice Standards	<ul style="list-style-type: none"> Assist with questions relating to practice standards for pharmacists. Assess standards of practice for individual pharmacists. Work with the Policy team to develop statements and/or guidance for practice standards as required.
Registration and recertification	<ul style="list-style-type: none"> Assist with registration and recertification processes as necessary. Assist with management of Return to Practise processes.
Ethical conduct	<ul style="list-style-type: none"> Provide expert advice and interpretation of the Code of Ethics.
Complaints and concerns	<ul style="list-style-type: none"> Participate in compliance processes, contributing to the management of complaints about pharmacists received from the public, health practitioners and the HDC. Liaise with the Compliance team with respect to administration and processes for complaints and concerns. Work with the Compliance and Policy teams to develop and maintain a taxonomy for complaints and concerns.
Competence reviews and programmes	<ul style="list-style-type: none"> Assist in the management of processes for competence review of individual pharmacists including: <ul style="list-style-type: none"> Competence Review Team (CRT) facilitation Review of tools Reassessment if required CRT and Council reports. Manage individual competence reviews in conjunction with the Compliance team members.
Other standards/tasks	<ul style="list-style-type: none"> Advise on current issues or trends effecting professional practice. Alert the Registrar to new and continuing practice issues. Undertake project work as identified in Council Strategic/Business Plans. Manage relevant committees and working groups including appointments, Terms of Reference, and convening meetings. Other tasks and duties relating to professional practice and standards as required.

Competencies

Team Centred

- Team Development: Ability to work with others to achieve goals.
- Relationship Development: Ability to build and sustain effective relationships both internally and externally.

Results Driven

- Self-Management: Ability to set standards for self; be self-directed and self-motivated.

Quality Focussed

- Analytical thinking and problem solving: Ability to identify problems; systematically use information to determine solutions and reach decisions.
- Continuous Improvement: Ability to generate and implement innovative improvements to the organisation.
- Learning and Adaptability: Ability to adapt to change; develop competencies for current and future job needs.

Professional

- Technical Competence: Ability to apply expert knowledge and understanding of clinical, conduct and ethical standards required for pharmacy practice. Ability to apply knowledge and understanding of scopes of practice, qualifications and education and training.
- Ability to apply relevant legislation.

Person Specification

- A New Zealand registered pharmacist with a current Annual Practising Certificate.
- Familiar with current pharmacy practice.
- Ability to work well within a small team.
- Ability to manage projects and to meet deadlines.
- Excellent oral and written communication skills.
- Ability to develop and maintain relationships with relevant stakeholders.