****

**Pharmacist, Staff Grade**

 **St Luke’s Hospital, Kilkenny**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | Pharmacist, Staff Grade Grade Code:3247 |
| **Remuneration****HSE Terms and Conditions** | The Salary scale as at 1st October 2020 for the post is:€34,759, €37,519, €38,503, €41,570, €44,482, €47,429, €50,389,€53,385, €56,399, €59,469, €62,593, €65,777, **€67,056, LSI** |
| **Closing Date** | 8th January 2021 @5pm |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks’ notice of interview. The timescale may be reduced in exceptional circumstances  |
| **Duration of Post** | **There is currently one permanent whole time post available in St. Luke’s General Hospital**A panel may be created from which permanent and specified purpose vacancies of full and part time duration may be filled. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Ireland East Hospital Group |
| **Location of Post** | St Luke’s Hospital, Kilkenny |
| **Informal Enquiries** | Donal Carroll, Chief PharacistEmail : donalg.carroll@hse.ie, Phone No: 056-7785328  |
| **HR Point of Contact** | Sarah Dungan, HR Staff Officer, Email: sarah.dungan@hse.iePhone No: 0871191371 |
| **Details of Service** | Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in terms of populations, budget, staffing, number of hospitals, geographical spread and number of Community Healthcare Organisations. IEHG aims to deliver consistently high quality safe care, while transforming and integrating clinical services across the 11 hospitals in the Group to meet the needs of the people we serve.The Ireland East Hospital Group includes the following hospitals: • Mater Misercordiae University Hospital • St Vincent’s University Hospital• Wexford General Hospital• St Luke’s General Hospital, Kilkenny• Mullingar Regional Hospital• St Michaels Hospital• National Maternity Hospital• Royal Victoria Eye and Ear Hospital• Cappagh National Orthopaedic Hospital• St Columcilles Hospital• Our Lady’s Hospital NavanUniversity College Dublin is the Academic Partner for the Group**St Luke’s General Hospital (SLGH)**St Luke’s General Hospital, Kilkenny is the Acute General Hospital that services the counties of Carlow and Kilkenny providing health care for approximately 149,900 (2011 Census). Due to its location in the heart of the South East, St Luke’s also provides services to its bordering counties of Tipperary, Waterford, Wexford, and Laois. St Luke’s General Hospital is part of the Ireland East Hospital Group.St Luke’s General Hospital has a bed capacity of 317 beds and provides General Medical, Surgical, Obstetrics, Gynaecology, Paediatric, Psychiatry, Cardiology, Endocrinology, Hepatology, Gastroenterology, Oncology, Palliative Care and Carlow/Kilkenny. The following diagnostic services are also provided Radiology including 64 slice CT scanning, Ultrasound, DXA scanning, Pathology, Cardiac Diagnostic and Endoscopy. (MRI 2020). The therapy services provided include Physiotherapy, Speech and language, Dietetic, Occupational Therapy and Social Work. The hospital also facilitates regional onsite services including Dermatology, Rheumatology, Haematology, Microbiology, Neurology, Oncology, Radiotherapy, Palliative care satellite unit and regional services in Liver Diseases, ERCP and Endobiliary Endoscopy.The Pharmacy Department St. Luke’s Hospital, Kilkenny purchases and dispenses medicines for SLGH, St Dympna’s Hospital, Carlow and attached services. We aim to ensure the safe, effective and economical use of medicines, and support education, training and practice-based research. The department also consists of 8.0 WTE Senior Pharmacist Grade and 8.0 WTE Pharmacy Technician. There is currently 1.0 WTE Pharmacist Basic Grade vacancy in St. Luke’s Hospital, Kilkenny. The hospital provides extensive services such as Acute Medicine, High Dependency Unit, Medical Assessment Unit, Endoscopy Services, Day Surgery Services including outreach day surgery, Local Injury Unit, Rehabilitation unit, Acute Stroke Unit, Cardiology Services, Radiology Services, Laboratory Services, Out-patient Services, Oncology, hepatology, Care of Elderly Services, Palliative Care Services, Physiotherapy, Occupational Therapy, Speech & Language Therapy and Dietetic services. The Pharmacy also supports the National Ambulance Service locally.Care is delivered in a variety of settings. New approaches and models of care to follow the care demands of the health service are being advanced within the context of overall healthcare reform, to include Sláintecare. |
| **Reporting Relationship** | The post holder will report to the Chief Pharmacist |
| **Purpose of the Post**  | The overall aim of the post is to assist in the medication management process in the hospital and to ensure as far as is practical, the safe, effective and economic use of medicines in SLGH  |
| **Principal Duties and Responsibilities** | *The Pharmacist, Staff Grade will:** Supervise and supply of drugs, pharmaceuticals and other related items as may be required.
* Perform duties in the dispensary to ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality at pharmacy, ward and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability.
* Maintain records for purchasing, quality control and dispensing to the standards required.
* Participate in the development and expansion of ward clinical pharmacy services, antimicrobial stewardship and top-up services.
* The provision of advice, as required, to medical and nursing staff on the safe and economic use of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage designed to deliver optimal care – economically.
* Co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment.
* Participate in the development, implementation and audit of guidelines, with regard to use of drugs.
* Ensure the needs of the patients and professional staff are adequately met by the pharmacy service within resources provided. This will involve providing help and advice to patients and staff on all aspects of therapy and collaborating with community pharmacists to ensure continuity of supply of medication where necessary.
* Participate in the development of medication safety processes within the hospital.
* Meet the legal requirements associated with the storage, dispensing and record-keeping of controlled drugs
* Participate in continuing education and in such activities consistent with the post. Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. To maintain professional competency by involvement with Continued Professional Development.
* Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required.
* To co-operate with and assist the Chief Pharmacist in the performance of his/her duties and responsibilities as required.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** |

|  |
| --- |
| 1**.Professional Qualifications, Experience, etc**(a) Eligible applicants will be those who on the closing date for the competition possess:1. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.

**AND**1. Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.

**2. Age** Restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. **3. Health** Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service **4. Character** Candidates for and any person holding the office much be of good character.*Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Register of Pharmacists maintained by the Pharmaceutical Society of Ireland.*  |
|  |

 |
| **Post Specific Requirement**  | Demonstrate depth and breadth of experience as relevant to the role. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*** Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role.
* Have an awareness of legislation and standards relevant to the role.
* Display evidence-based clinical knowledge in making decisions regarding client care.
* Be committed to continuing professional development.
* Have knowledge of service and developments within the HSE.
* Be willing to engage and develop IT skills relevant to the role.

**Planning and Organising Resources*** The ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care.
* The ability to manage deadlines and effectively handle multiple tasks.

**Building& Maintaining Relationships (including Team Skills & Leadership Skills)*** The ability to lead the team by example, coaching and supporting individuals as required.
* The ability to work with the team to facilitate high performance, developing clear and realistic objectives.
* The ability to address performance issues as they arise.
* Flexibility and willingness to adapt, positively contributing to the implementation of change.

**Commitment to Providing a Quality Service*** Evidence of setting high standards for self and the team.
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
* Commitment to continuing professional developing

**Analysing and Decision Making** * Effective analytical, problem solving and decision making skills

**Communication and interpersonal Skills*** Effective communication skills
* Ability to build and maintain relationships particularly in the context of MDT working
* Ability to present information in a clear and concise manner
* Ability to manage groups through the learning process
* Ability to provide constructive feedback to encourage future learning
 |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Ireland East Hospital Group / Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

****

 **Pharmacist Staff Grade**

 **Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration**  | The Salary scale as at 1st October 2020 for the post is:€34,759, €37,519, €38,503, €41,570, €44,482, €47,429, €50,389,€53,385, €56,399, €59,469, €62,593, €65,777, **€67,056, LSI** |
| **Working Week** | The standard working week applying to the post is 37 hours. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.  |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Person Reporting Child Abuse Act 1998** | This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Confidentiality** | In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required. |
| **Please note the following General Conditions** | * Employee must attend fire lectures and drills periodically and must observe fire orders.
* All accidents with the department must be reported immediately in line with the Safety, Health and Welfare at Work Act, 1989, and all staff must comply with all safety regulations.
* In line with the Public Health (Tobacco) Acts 2002 & 2004, smoking within buildings of the Health Service Executive is not permitted.
* The Health Service Executive is not responsible for the loss or theft of personal belongings.
 |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards. |
| **Pre-Employment Health Assessment** | What to expect following the interview stage : Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  |
| **Validation of Qualifications & Experience** | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven. |
| **References** | Three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.  |
| **Garda Vetting**  | Garda vetting is role dependent and may be carried out. An employee will not take up employment until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. You will be contacted post interview to complete a form, provide ID and engagement in the online Garda Vetting process |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)