



JOB DESCRIPTION & PERSON SPECIFICATION

**Senior
Pharmacist
(Antimicrobial)**

**Permanent Fulltime
1.0 WTE**

PERSON SPECIFICATION**Job Title & Grade: Senior Pharmacist (Antimicrobial)****Department: Pharmacy****Report to: Director of Pharmacy Services**

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Have a recognised degree in Pharmacy;• Be registered in the register of the Pharmaceutical Society of Ireland, or be entitled to be so registered	
Experience (Duration & Type)	<ul style="list-style-type: none">• Have 3 years post registration experience	<ul style="list-style-type: none">• Hospital experience preferred• Previous experience with antimicrobial stewardship activities• Experience in obstetric, gynaecological or neonatal intensive care
Skills/Abilities	<ul style="list-style-type: none">• Possess the requisite knowledge and ability (including a high standard of suitability for the proper discharge of the duties of the office;• Flexibility and willingness to engage in a wide range of pharmacy activities;• Excellent interpersonal skills and ability to work as part of a team;	
Knowledge & Understanding	<ul style="list-style-type: none">• Be of good character• Perform duties in a responsible and mature manner• Be courteous at all times to staff, patients and other service users• Understanding of multidisciplinary team working	
Caring Attributes	<ul style="list-style-type: none">• Must possess caring and empathetic qualities and demonstrate these attributes in the course of employment.	

J O B D E S C R I P T I O N

Job Title & Grade: **Senior Pharmacist (Antimicrobial)**

Department: **Pharmacy**

Report to: **Director of Pharmacy Services**

ABOUT THE COOMBE WOMEN & INFANTS UNIVERSITY HOSPITAL

The Coombe Women & Infants University Hospital (CWIUH) Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and fetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

MISSION STATEMENT

“Excellence in the care of women and babies”

VISION

Nationally and internationally recognised leader in healthcare for women, babies and their families.

VALUES

- Women and baby centred
- Excellence in everything we do
- Respect
- Pride
- Caring
- Progressive

Delivering expectations

Overall job role:

The Antimicrobial Pharmacist (AP) will work as part of a progressive and dynamic Pharmacy Team to provide excellence in the care of women and neonates, under the general direction of the Director of Pharmacy Services. The successful candidate will be responsible for the implementation of a robust antimicrobial stewardship (AMS) programme in the hospital that aims to ensure safe and effective antimicrobial use and minimise antimicrobial resistance. Close collaboration with the Consultant Microbiologist, and the Infection Prevention and Control Assistant Director of Midwifery (ADOM) will be essential. The AP has responsibility for implementing, monitoring and auditing antimicrobial stewardship relating to obstetric, gynaecological and neonatal care. The AP should be up to date with trends in information technology and is responsible for managing the antimicrobial guidelines app and for maintaining AMS prescribing principle. The AP will also be responsible for providing regular education across the multidisciplinary team regarding the safe, effective and appropriate use of antimicrobials

Responsibilities & Accountabilities:**1.0 General**

- 1.1 Work collaboratively with other members of the team to ensure that all activities of the Pharmacy Department are patient focussed.
- 1.2 Demonstrate behaviour consistent with the hospital's values
- 1.3 Participate in service delivery as part of a professional, effective and dedicated team.
- 1.4 Create, promote and maintain open communications and healthy working relationships.
- 1.5 Maintain the principles of equity, accountability and quality of service in daily work.
- 1.6 Work collaboratively with other Pharmacy Department staff to deliver clinical pharmacy services and ensuring safe and effective care.
- 1.7 Carry out regular dispensary duties as required including purchase, storage and supply of medicines and related items ensuring quality and value for money, taking responsibility for the application of pharmacy legislation, regulations and guidelines as they relate to all aspects of pharmacy department service provision, security , drug storage, procurement etc
- 1.8 Participate in stock-taking, invoice-processing and other administrative procedures as deemed necessary by superintendent and supervising pharmacists.
- 1.9 Participate with CPD as required by the Pharmaceutical Society of Ireland.
- 1.10 Participate in designated committee meetings, intradepartmental meetings, national and international meetings as appropriate
- 1.11 Liaise and co-operate with other hospital departments, wards and staff.
- 1.12 Ensure best practice and compliance with agreed clinical guidelines by all Pharmacy Department staff and to ensure hospital staff are made aware of such guidelines where appropriate

2.0 Antimicrobial Stewardship

- 2.1 Lead on implementing a comprehensive antimicrobial stewardship programme in line with national guidelines and international best practice in collaboration with the Pharmacy Team, the Consultant Microbiologist, the Infection Prevention and Control Assistant Director of Midwifery (ADOM) and involvement in the Infection, Prevention and Control committee and the Drugs & Therapeutics committee and relevant subcommittees.

- 2.2 Work closely with the Consultant Microbiologist and the Infection Prevention and Control Clinical Midwife Manager, surveillance scientist and the wider Infection Prevention and Control team in the development and implementation of evidence-based hospital antimicrobial policies, including continuance and review of established guidelines and policies.
- 2.3 Adapt and develop hospital antimicrobial guidance for delivery through appropriate multimedia formats and ensuring the content is kept up to date.
- 2.4 Participate in quality improvement initiatives implemented by the HSE Clinical Programme in Obstetrics and Gynaecology or as directed by Director of Pharmacy Services
- 2.5 Participate in local, regional and national antimicrobial consumption surveillance, providing relevant data to the regional HCAI/AMR committee or HSE - Health Protection Surveillance Centre as necessary.
- 2.6 Integrate audit and research into daily practice to generate an evidence base to inform safe and effective antimicrobial use in maternal, gynaecological and new-born care, under the direct supervision of the Director of Pharmacy services or Chief 2 pharmacist and the hospital's Audit and Quality group.
- 2.7 Demonstrate flexibility and adaptability to change in particular in relation to strategic developments at local, regional & national level.
- 2.8 Provide expert pharmaceutical advice on the use of antimicrobials in collaboration with the Consultant Microbiologist, Surveillance scientist and the Infection Prevention and Control Clinical Midwife Manager
- 2.9 Participate in the development of IT resources, e.g. Apps, survey instruments e.g. point prevalence tools and electronic prescribing, in order to optimise the use of antimicrobial agents and facilitate feedback to prescribers, Senior Management team and the relevant Hospitals within the group, if required.
- 2.10 Participate in feedback and audit mechanisms to the Director of Pharmacy Services, the Drugs and Therapeutics Committee and Infection Prevention and Control Committee as required
- 2.11 Facilitate AMS goals of RCPI / national CPE response team with a view to:
 - Reducing health care associated infections e.g. Carbapenemase producing Enterobacteriaceae (CPE)
 - Reducing antimicrobial usage in line with SARI recommendations
 - Facilitating best practice in the prescribing of antimicrobials by auditing for Guideline and formulary compliance
 - Facilitating the implementation of an IV to oral switch programme and implementing 'the start smart, then focus' care bundle and other antimicrobial stewardship initiatives as necessary
- 2.12 Ensure that ongoing quality requirements in relation to antimicrobial use and infection control are met in line with National Standards for Safer Better Health Care and HIQA Health Care Associated Infection standards.

3.0 Other Duties

- 3.1 Due to the nature of the medication supply and clinical services provided by CWIUH pharmacy department, the AP will regularly be required to perform such other duties appropriate to the post as may be assigned by the Director of Pharmacy Services or deputy. These include but are not limited to, general dispensary duties, medicines information, supervision of pharmacy technicians and cover for other clinical pharmacy services.
- 3.2 Maintain a safe working environment as set out in the Health and Safety at Work Act 2005
- 3.3 Undertake continued personal development as set out by the Irish Institute of Pharmacy and as necessary to maintain a high level of competency in carrying out the tasks required including keeping up-to-date with current clinical developments in pharmacy.
- 3.4 Provide regular (i.e. at least quarterly) education as required on the prudent use of antimicrobials and other relevant topics to medical, nursing and pharmacy staff and students.
- 3.5 Due to COVID-19 the appointee may be required to work remotely from time to time as directed by Hospital management.

4.0 Professional qualifications, registration, essential skills & knowledge

- 4.1 To have a recognized degree in Pharmacy
- 4.2 To be registered with the Pharmaceutical Society of Ireland (PSI) and produce evidence to CWIUH of continued registration as requested
- 4.3 To have three (3) years satisfactory post registration experience
- 4.4 To have Knowledge and understanding of the role and responsibilities of all grades working in the Hospital Pharmacy
- 4.5 Previous hospital experience and experience with antimicrobial stewardship activities preferable
- 4.6 To be computer literate
- 4.7 To have excellent interpersonal/communication/presentation/teaching skills
- 4.8 To have the ability to work on own initiative
- 4.9 To have the ability to work in a highly pressured environment, to prioritise and manage workloads.
- 4.10 To have an ability to initiate, develop and deliver projects on time which are relevant and assist the Hospital to achieve strategic objectives on an ongoing basis

Any other duties deemed appropriate to the post. Please note that the duties of this post may change over time.

Dignity at Work

All members of staff at the CWIUH have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus all staff of the CWIUH, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/hospital Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

Dress Code / Uniform:

Attire and personal appearance must, at all times, conform to a standard the Hospital considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she 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 applications for the office occurs.

Health

“A candidate 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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

Be of good character

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is permanent, full time and pensionable.

Duties

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

Normal working hours are 37 hours per week worked over 5 days Monday-Sunday. However, you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

Flexibility

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1st October 2020. Current remuneration as follows:

€ 63,974 - € 74,042 pro rata per annum (including LSIs)

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is 222 hours (30 working days) **pro rata per annum**, plus 9 Bank Holidays per annum as they occur. The annual leave year runs from 1st of April to 31st March each year.

Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

Termination of Office

The employment may be terminated at any time by two months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Women & Infants University Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 70.
- (b) If you have been continually employed in the public service post from the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.
- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004). The Public Service Superannuation (Age of Retirement) Bill 2018 provides for an

increase in the compulsory retirement age of most pre-2004 public servants from age 65 to 70 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet enclosed

If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 in 2018 (rising to 67 in 2021 and 68 in 2028 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as "The practice that serves to keep people and environments clean and prevent infection." All employees also have a responsibility under their terms of employment to prevent transmission of infection and

to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder's employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by the Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018

Trust in Care Policy

The Coombe Women's Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice.

DEVELOPMENT OF HOSPITAL GROUPS

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the hospital this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Application Details

Intending applicants should submit a completed application form along with an updated Curriculum Vitae, and letter of application to www.coombe.ie **before the closing date of 4pm on Friday 8th January 2021**

Application form for the above post is available at www.coombe.ie and www.irishjobs.ie.

Informal enquiries for this post can be made to **Mairead McGuire, Director of Pharmacy Services at 01 408 5321 or mmcguire@coombe.ie**.

You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview.

Applications must be submitted as a Microsoft Word or PDF document format only.

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.
