



Senior Pharmacist (Project Fusion) (Temporary/Full-Time)

Particulars of Office

1. The appointment is temporary and pensionable. Reassignment will be on a grade to grade basis only and current remuneration, terms & conditions will apply.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
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 8am – 8pm Monday – Saturday to meet the requirements for extended day services in accordance with the terms of the Framework Agreement and any other agreements such as Public Service agreements which may supersede the Framework. Please see HSE HR Circular 003/2009. You may be required to work overtime, remuneration for which will be in line with nationally approved rates for your grade. Starting and finishing times will be noted to you by your Head of Department.
6. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.
7. **Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

8. 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.

9. 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 1973/77. 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.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

11. 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 services 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 person can obtain access to them and must be kept in safe custody when no longer required.

12. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

13. Policies / Legislation

All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies,

procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

14. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



SENIOR PHARMACIST (Fusion Project) (Temporary/Full-time)

1. Qualifications and Knowledge/Experience/Skills

The ideal candidate would, on the latest date for receiving completed applications for the office, possess:

Qualifications and Training

1. Registered Pharmacist MPSI
2. Minimum 3 years relevant experience in a clinical role. Some informatics experience is desirable.
3. Evidence of proven clinical and professional ability, leadership, communication and organisational skills.
4. Display evidence of continuing professional development.

Professional Knowledge, Experience and Skills

- High level knowledge of medications related legislation, best practice, policies and guidelines.
- Demonstrable knowledge and understanding of healthcare technology and/or National eHealth programmes awareness.
- Demonstrates an awareness and understanding of the potential impact of electronic medication management systems on patient safety, both the benefits and the risks.
- Demonstrates experience in, and an understanding of, medicine use optimisation, including audit and financial considerations.
- Demonstrates an awareness and understanding of Project Fusion (the Clinical Rehabilitation Management System) functionality and benefits.
- Exhibits excellent communication and stakeholder management skills, including the ability to organise and facilitate workshops.
- The ability to take responsibility and be accountable for the delivery of agreed objectives.
- A high capacity for responsibility with the ability to work under pressure to tight deadlines.
- A self-starter with the ability to both work on individual initiative and as part of a team.
- Broad understanding of healthcare with knowledge of hospital operations and workflows underpinning the drive for service transformation/re-design.
- Experience of operating within a quality improvement, change management, service planning or programme management environment.
- Strong planning and organisational skills including structuring and organising own workload effectively.
- The ability to rapidly assimilate and analyse complex information; anticipate problems and consider the impact of decisions before taking action.

- Is results focused, with the ability to identify problems, investigate processes and develop solutions to improve rehabilitation delivery.
- Understands the challenges of being a project team member and a clinical pharmacist in a complex change programme with significant technology, process, clinical change, interdependency and HR challenges.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



SENIOR PHARMACIST (Fusion Project)

(Temporary Fulltime)

Title: Senior Pharmacist

Purpose of the Position: This is a joint position between the Project Fusion (Clinical Rehabilitation Management System Project - Electronic Patient Record) team and the Pharmacy Department. The position is split 0.5 WTE Informatics and 0.5WTE Clinical. The Senior Pharmacist will assist in the delivery of the implementation of Project Fusion and their role will be to support the delivery of the Medications workstream. They will also operate and develop clinical pharmaceutical services to the patients of the NRH within an evidence-based quality and interdisciplinary healthcare environment.

Accountable to: This position reports directly to the Medications Lead, Project Fusion and to the Pharmacy Manager and is also accountable to the Information Management and Technology Manager. He/she will have a dotted line reporting to the Project Fusion Project Manager.

Liaison / Communication: The post holder will work closely with the Chief Pharmacist, Medications Lead, Project Manager, Transformation Lead, other members of the project team and other members of the Pharmacy Department. They will engage with key stakeholders, both internally, externally and with the wider healthcare sector.



SENIOR PHARMACIST (Fusion Project)

JOB DESCRIPTION

Overview of the Role

This is a joint position between Project Fusion and the NRH Pharmacy Department. The position provides a unique perspective of working as a clinical pharmacist delivering pharmaceutical care and developing an electronic patient information management system across the hospital, benefitting service users, the organisation and the wider healthcare system.

The Senior Pharmacist will be responsible for supporting the Medications Lead in the process design, configuration, implementation and go-live of the Medications Management module of the Project Fusion solution, working closely with project team colleagues. As a member of the project team, the Senior Pharmacist will endeavour to support safe and efficient use of the Project Fusion solution, consistent with legislation, professional standards and evidenced-based practice, as well as organisational and national strategies.

As a member of the Pharmacy Team, the Senior Pharmacist will provide clinical pharmaceutical services to the patients of the NRH and conduct day-to-day operations of the pharmacy service within an evidence-based quality and interdisciplinary healthcare environment.

You will exercise professional judgement in resolving problems and take a leading role in identification, development and implementation of quality improvements and be involved in staff management, in service training and professional development and work practices development.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Support and endorse the Project Fusion reporting structure by ensuring the quality, integrity and validity of data.
- Maintain relevant documentation for the workstream.
- Develop strong business relationships with key stakeholders.

- Identify issues and risks; and manage same when requested by the Project Manager.
- Ensure that the project schedule is adhered to, and the work is completed according to the schedule.
- Act as a champion/ambassador for the solution.
- Support go-live and post go-live events/tasks.
- Provide project status update reports on progress.
- Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines
- Ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided
- Supervising pharmacists, pharmacy interns and pharmacy technicians.
- Carry out any other relevant duties assigned by the Medications Lead, Project Manager and Pharmacy Manager.
- To be familiar with, and to observe/ comply with NRH policies and procedures.
- To ensure that the highest possible standards of ethical performance and professional competence are maintained at all times.

Specific Accountability

- Understand medication workflows, barriers faced and how best to support staff in the transition from paper to digital processes.
- Identify any process gaps/ineffective processes and implement an effective solution, working with project and wider hospital teams.
- Support the Medications Lead in the build, configuration and set up of the Medications Module.
- Ensure medications workflows designed are patient centric, focused on delivery of safe patient care, improved efficiencies and support best practice rehabilitation.
- Work collaboratively with staff involved in medications workflows staff in planning, design, implementation, use and development of Project Fusion
- Work with the project team to support the delivery of Project Fusion in order to derive proposed benefits and ensure the success of the project.
- Build confidence, awareness and communicate key project milestones or risks to relevant Senior Management, Hospital committees, administration and other NRH staff as appropriate.
- Identify potential clinical risks associated with the development, implementation and use of Project Fusion, developing and implementing any agreed mitigations or actions.
- To implement changes according to the agreed project plan and timescales.
- Manage relationships with stakeholders to produce quality deliverables while also ensuring staff engagement.
- To assume other responsibilities as required by the Project Manager or Steering Group.
- Development of standards in terminology, workflows and practices, in consultation with other clinical and administrative disciplines.

- Support compliance with relevant legislation, relevant national and organisational policy and procedures, clinical practice guidelines and accreditation requirements.
- Assure that medications workflows, clinical IT system configuration, and end-user preparation are aligned to provide the highest level of quality, safety, efficiency and user experience.
- The supervision and supply of drugs, pharmaceuticals and other related items as may be required
- The provision of advice, as required, to medical and nursing staff on the proper 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.
- Provide a patient focused clinical pharmacy service including prescription review, patient education, and medication reconciliation.
- Procure, dispense and supply drugs, pharmaceuticals and other related items required in the care of patients in the hospital and ensure that their pharmaceutical care needs of patients are met.
- Ensure safe, effective and economic use of drugs within legal requirements

Outline of Duties and Responsibilities

The Senior Pharmacist has varying responsibilities, but primarily responsible for supporting the creation and implementation of the Medications Management Module of the Project Fusion project plan, with specific responsibility for deliverables related to the Project Fusion medications workstream. The post holder will be instrumental in ensuring that the new systems are successfully rolled out and adopted within the hospital, along with corresponding process changes and documentation requirements. The holder of this position will be required to work closely with hospital and external stakeholders in order to successfully execute their duties. This role will also require the ability to work across the main pharmacy disciplines, including dispensary and clinical unit services. The split position requires excellent communication and collaboration skills to work synergistically between the Project Fusion and the Pharmacy Department.

Responsibilities for this post include, but are not limited to:

- Support the implementation of the medications management module within the electronic patient information system, in collaboration with the project team and key stakeholders.
- Support the development of an electronic Medicinal Product Catalogue for the NRH and the build and set up of an electronic prescription and medicines administration system/ Medicines Management module.

- Organise and facilitate workshops with stakeholders as required to elicit information, identify opportunities to maximise the potential of the CMS and gain consensus.
- Assist with the Medications Management Module system configuration and testing.
- Support the Project Fusion Training Lead in co-ordination and provision of training of all staff involved in medications management processes.
- Consider patient safety at all stages of the project by undertaking a risk assessment of the system and coordinating with the NRH's formal risk management processes. Manage risks associated with the implementation of the medications management module.
- Participate in benefits realisation management, as requested by the Transformation Lead.
- Support the NRH, its stakeholders and committees in ensuring that the organisational policies and procedures underpinning the solution are in place/updated prior to go-live.
- Document implementation decisions and configuration approach.
- Develop and implement new policies, procedures and protocols to support accurate and efficient use of the systems.
- Provide support to staff, the project team and external vendors at go-live.
- Manage, dispense and supply drugs, pharmaceuticals and other related items required in the care of patients in the hospital and ensure that the needs of patients and professional staff are met by the pharmaceutical service.
- Ensure safe, effective and economic use of drugs within legal requirements.
- Provide evidence-based medicines information with respect to patients' medications.
- Review medications where possible and advise clinicians on optimal use of medicines.
- Ensure compliance with medicine legislation and policies relating to pharmaceuticals.
- Procure drugs, pharmaceuticals and related items economically and efficiently.
- Provide timely pharmaceutical advice to all healthcare professionals
- Provide education and training to pharmacy staff and other healthcare workers

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being, please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____