




	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	
JD-PHAR-3	Basic Grade Pharmacist Job Description	ISSUE DATE: 09/01/2018
REVISION NO: 0		NEXT REVIEW: 01/2020

BASIC GRADE PHARMACIST

Document Approvals:		
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	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	 Founded 1908
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1. **Qualifications, Experience & Personal Specification**
2. **Accountability**
3. **Outline of Duties & Responsibilities**
4. **Particulars of Office**
5. **General Information**



	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	
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1. Qualifications, Experience & Person Specification

The Basic Grade Pharmacist will be a competent professional with sound clinical and academic ability.

Each candidate must:

- Be registered in the Register of Pharmaceutical Chemists for Ireland or be entitled to be so registered. The holder of the post must be registered on the above named register on a continuing basis.
- Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.
- Possess a high standard of administrative and organisational ability.
- Possess an excellent knowledge of pharmacy computer systems.
- Be personally motivated.
- Demonstrate a patient focused approach.
- Demonstrate behaviour consistent with the values of the hospital.
- Have excellent interpersonal skills and proven written and verbal communication abilities.
- Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.
- Be able to identify potential difficulties and formulate solutions.
- Understand the total healthcare delivery system.
- Demonstrable adaptability to rapid changes taking place in the Hospital and health services in general.
- Be free from any defect or disease which would render him/her unsuitable to hold 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.

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2. Accountability

Reporting to the Chief Pharmacist, the Basic Grade Pharmacist will assist in the provision of a comprehensive pharmaceutical service to the hospital meeting the pharmaceutical needs of patients and staff.

3. Outline of Duties and Responsibilities

The role of the Basic Grade Pharmacist includes but is not limited to:

- The provision of a comprehensive pharmaceutical service.
- The supervision/storage and supply of drugs, pharmaceutical and other related items as may be required.
- Ensuring 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.
- Providing services in the wards of the Hospital as may be required – drug control and inspection of MDA drugs, etc.
- Co-operation in the development, implementation and ongoing review of the hospital medication management system
- Contribute to the development and expansion of the ward pharmacy service.
- Maintenance of records for purchasing, quality control, compounding and dispensing to the standards required.
- Reviewing and encouraging the use of generic drugs where possible.
- Record monthly statistics in relation to activity.
- Assist in the supervision and management of any student pharmacist (or technician) as assigned.
- Evaluate the effectiveness of the provision of service.
- Ensuring that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided.
- Provision of advice as required, to medical and nursing staff on the proper and economic use of drugs and medicines including participation in the scheme for the dissemination of information in relation to drugs and drug usage.
- The provision of lectures/in-services in the hospital for nursing, pharmacy and clinical staff and students and to participate in the development and expansion of drug information service and a continuing education programme.
- The participation in personal continuing education activities, to ensure continual professional development.



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- Create and promote healthy working relationships within the Pharmacy Department and with other Departments throughout the hospital.
- Participation in protocol and guideline development, quality initiatives, audit and service development
- Actively participate in ensuring the hospital's compliance with HIQA standards and the ethos of Continuous Quality Improvement and implement and maintain procedures.
- Use research and audit as a means of raising the quality of the service, staff development and organisational goals.
- Act as a clinical resource person for patients, family, staff and multidisciplinary team providing expert advice and support.
- Attending meetings as required.
- Report accidents and incidents as per hospital policy.
- Demonstrate initiative and be receptive to new ideas and development.
- Demonstrate positive and active participation in change management and development.
- Ensuring that all policies and procedures identified by the hospital as being relevant to the post have been read, acknowledged, implemented and adhered to.
- To assist the Chief Pharmacist and/or Senior Pharmacist in the performance of his/her duties and responsibilities, as required.
- Perform such other duties appropriate to the office as may be assigned to him/her by the Chief Pharmacist or other authorised officer.
- 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 etc.

The above Job Description 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.

The post holder is responsible for their continuous professional and personal self-development.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

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4. Particulars of Office

Duration

The appointment is a specified purpose post.

Duties

The Basic Grade Pharmacist will perform the duties of the post as outlined in Part 3 of this Job Description.

The person appointed will be required to be flexible in this position and must be prepared to undertake such other duties as assigned to them from time to time by the Chief Pharmacist or other nominated deputy. Such duties can be outside the normal area of work.

Patient Care

Patient satisfaction must be to the forefront of the post-holder's concern. Every patient is to be treated as an individual and provided with a high-quality service in terms of courtesy, kindness, interest and efficiency.

Hours of Work

Normal working hours are 37 worked over 5 days spread, but the appointee will attend at such other times as are required for the proper discharge of the duties of the office and to provide cover for absent staff, as required. The appointee will be required to record their attendance electronically on the hospital Time and attendance system.



In order to comply with Section 33, of the Organisation of Working Time Act 1997 which limits the maximum number of hours an employee is permitted to work in a given period, all employees are obliged to notify the Hospital if they engage in any employment in addition to their post with Cappagh National Orthopaedic Hospital.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health and Children. Current salary scale is in line with the Pharmacist scale - €x to €x per annum (6 points).

Salary is paid by Credit Transfer on the 28th day of the month.

Periodical increases in salary shall not take effect until the Director of HR/Operations or designated officer certifies that the service of the person concerned has been satisfactory during the year immediately preceding the date of such increments.

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Probation

The successful candidate will be required to serve a probation period of 9 months from the date of taking up employment before becoming permanent. During this period the candidate's progress will be monitored and Cappagh National Orthopaedic Hospital, may at its discretion, extend the probationary period, in which case the reason for the extension will be made known to the candidate. 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 or certified, with stated reasons, that the service has not been satisfactory in which case the post holder will cease to hold the post. If Cappagh National Orthopaedic Hospital should fail to certify in accordance with (a) or (b) above, the appointment shall be deemed to take effect on a permanent basis. In the event of it being determined at any stage during the candidate's probationary period that his/her employment is unsatisfactory, then his/her employment may be terminated before the probation period expires.

Medical Examination

The appointment is subject to a successful medical examination and this will be arranged by the hospital. There may be a fee charged for the examination.

Superannuation

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position. The following contributions will be payable towards your pension, lump sum and Spouses and Children's Scheme benefits:

- 1.5% Lump Sum
- 3.5% Pension
- 1.5% Spouses and Children's Scheme

Annual Leave



The annual leave entitlement is as per the Department of Health and Children regulations.

Sick Leave

Granting of payment of salary during illness is discretionary and conditional on the employee complying with the conditions laid down in the sick leave policy and will be in accordance with Department of Health and Children regulations.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of

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Employment Act 1973/77. The Hospital Management hopes it will not be necessary to exercise their right under this paragraph. However, in circumstances where Management conclude that the post holder has failed to perform their duties to a standard consistent with their responsibilities, or where their conduct in relation to the post or otherwise would render them unfit to hold the post, the Management right will be exercised.

Confidentiality

In the course of employment, the successful candidate 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 instruction 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 kept in safe custody when no longer required.

Data protection

Computer data should only be accessed if this has been authorised and is necessary as part of work. Unauthorised access, to computers or helping others to access such data will result in disciplinary action being taken.

Working Together

In working together employees are expected to display a positive, helpful and caring attitude in the way they conduct themselves encouraging the confidence of patients, colleagues and others.

Quality



Ensure compliance with National and International Standards and Codes of Practice relevant to your position and Cappagh National Orthopaedic Hospital.

General

1. The Hospital will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures periodically.
3. All accidents within any Department must be reported immediately.
4. In accordance with the Safety, Health and Welfare Act 2005 all staff must comply with all safety regulations.

5. General Information

Cappagh National Orthopaedic Hospital will not be liable for travelling or other expenses incurred by candidates who may be required to attend for interview.

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Interview Panel To be advised

Interview Date To be advised

Interview Venue Cappagh National Orthopaedic Hospital

Four copies of your Application including Curriculum Vitae together with the names and address of three referees should be submitted in writing to:

The Director of Human Resources / Operations
Cappagh National Orthopaedic Hospital
Finglas
Dublin 11

Applicants must include their present employer or past employer (if not currently employed) as one of their referees.

The Hospital will assume permission to contact referees at any time and without further notification unless the Applicant has clearly stated otherwise.

Applications must be received by 12.00. on

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.

Short Listing will take place.