

**Pharmacist, Senior**  
**Job Specification, Terms & Conditions**

<b>Job Title and Grade</b>	<b>Pharmacist, Senior</b> (Grade Code 3239)
<b>Campaign Reference</b>	RHM 119/21
<b>Closing Date</b>	<b>15<sup>th</sup> February 2022 @ 12pm</b>
<b>Proposed Interview Date (s)</b>	Interviews will be held as soon as possible after the closing date.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	Regional Hospital Mullingar
<b>Informal Enquiries</b>	Name: Dearbhla O'Sullivan Position: Chief Pharmacist Email: <a href="mailto:Dearbhla.OSullivan@hse.ie">Dearbhla.OSullivan@hse.ie</a> Telephone: 044 93 94651
<b>Details of Service</b>	<p>The Regional Hospital Mullingar is a Model 3 Statutory Hospital and is part of the Ireland East Hospital Group (IEHG). The Hospital provides a wide range of health services for people in Westmeath and Longford and specialised service for a broader Midlands population of 291,000 including Laois, Offaly, North Meath, Kildare and Roscommon.</p> <p>The Hospital has 216 beds (184 inpatient, 16 day beds, 10 short term stay beds and a 6 bedded Medical Assessment Unit) and provides a range of services, on a 24-hour basis. The Hospital has a combined Critical Care Unit comprising of six beds (ICU/CCU). The hospital provides the following acute services:</p> <ul style="list-style-type: none"> <li>• Accident &amp; Emergency</li> <li>• General Medicine (Including Regional Stroke Thrombolysis)</li> <li>• General Surgery</li> <li>• Obstetrics and Gynaecology</li> <li>• Paediatrics / Special Care Baby Unit</li> <li>• Critical Care</li> <li>• 24 hour CT scanning service</li> <li>• Out-Patient Services incl. Ophthalmology</li> </ul>
<b>Reporting Relationship</b>	The post holder will report to the Chief Pharmacist.
<b>Purpose of the Post</b>	To be a senior pharmacist member of the pharmacy team. Duties will be assigned as appropriate to the grade and could include for example assignment to dispensary, clinical ward pharmacy, medicine procurement, antimicrobial stewardship etc.
<b>Principal Duties and Responsibilities</b>	<p><b>Clinical Services</b></p> <p>The Pharmacist, Senior will:</p> <ul style="list-style-type: none"> <li>• Provide a patient focused clinical pharmacy service including prescription review, patient counselling, and medication reconciliation.</li> <li>• Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines and by participating in the hospital's Medicines Safety reporting process.</li> <li>• Supervise the supply of drugs, pharmaceuticals and other related items as may be required.</li> <li>• Develop the pharmacy service to achieve stated goals and objectives agreed with the Chief Pharmacist.</li> <li>• Answer and record medicines information queries from staff.</li> <li>• Provide a clinical pharmacy service to patients of RHM and be an active member of the multidisciplinary team; offer advice to medical, nursing, healthcare workers and patients and to intervene where appropriate.</li> </ul>

- Provide pharmaceutical care and onsite clinical pharmacy services to affiliated primary and continuing care centres (PCCC) in Longford and Westmeath when requested by the Chief Pharmacist.
- Liaise with the Chief Pharmacist and Pharmacy staff on matters concerning departmental procedures, safety, security and complaints concerning the service.
- Ensure that premises and equipment are maintained to the appropriate standards required to provide a quality service to the level agreed.
- Routinely monitor standards and systems of working and in conjunction with the Chief pharmacist, modify, update and create standard operating procedures, policies, protocols and guidelines in order to further improve the quality of the service, safety of personnel and cost effectiveness of the service provided.
- Supervise and manage any pharmacist, pharmaceutical technician, student, other staff member or other person assigned to him/her; to provide guidance to more junior members of staff; to participate in the induction programme.
- Oversee the maintenance of records for purchasing, quality control, compounding and dispensing to the standards required.
- If necessary, to represent the department of pharmacy at hospital and /or national committees and meetings when nominated by the Chief Pharmacist.
- Operate as a pharmacist in accordance with any relevant directions issued by the pharmacy regulator.
- Provide guidance and support on decisions to purchase drugs.
- Identify and carry out clinical audit projects relevant to the provision of the pharmacy service and ensure that the medication use process is measured, analysed and optimised.
- Under the umbrella of pharmacovigilance the post holder is expected to be involved in the early detection of adverse drug events and other drug-related problems as well as monitoring the effectiveness of medicines and making relevant reports in relation to pharmacovigilance.
- Carry out general administrative and financial duties including recording keeping and drug use monitoring.

#### **Financial**

- To ensure that the purchase, storage and supply of all items is operated on the most economic lines, consistent with quality at pharmacy, ward and departmental levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability.
- The post holder will be expected to show initiative in advising the Chief pharmacist about any changes in practice likely to lead to significant changes in expenditure or purchasing patterns.
- To participate in the generation of reports, to provide analysis and present the information in a meaningful way to account for drug expenditure and to monitor activity.
- To develop methods of measuring pharmacy activity and to contribute to the development of an operation plan for the pharmacy.
- To evaluate drugs for generic substitution.

#### **Health & Safety**

- To ensure that work is carried out in a safe manner in accordance with the provisions of the Health, Safety and Welfare at Work Act and/or other relevant legislation.
- In cooperation with pharmacy staff and health care professionals to work to reduce the risk of medication errors and other clinical risks associated with medicines.
- To ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service.
- To look for opportunities to carry out meaningful research and to develop these opportunities in co-operation with other healthcare professionals.
- Where the Chief pharmacist has been assigned responsibilities, to co-operate with and to assist him/her in the performance of his/her duties and responsibilities as required.

	<ul style="list-style-type: none"> <li>• To perform such other duties appropriate to the office of senior pharmacist as may be assigned from time to time.</li> <li>• To undertake personal continuing education and training 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 and drug procurement.</li> <li>• To understand the pivotal role of the pharmacist in surveillance of the safe use of medicines.</li> <li>• To participate in the teaching and training (including in-service training) of pharmacy and other persons as required.</li> <li>• To ensure that systems for providing information and advice to medical and nursing staff on clinical/pharmaceutical aspects of drug related therapy including the safe and economic use of drugs are effectively maintained.</li> <li>• Every employee is required to bring to the attention of a responsible person any perceived deficit in our safety arrangements or any defects in work equipment.</li> <li>• All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health &amp; Safety Policies.</li> <li>• All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.</li> <li>• Have a working knowledge of 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.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b><i>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.</i></b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>Candidates must have at the latest date for receipt of applications for the post:-</b></p> <p><b>1. Professional Qualifications, Experience etc.</b></p> <p>(i) Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Have at least three years satisfactory post registration hospital experience</p> <p style="text-align: center;"><b>And</b></p> <p>(iii) 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.</p> <p><b>2. Annual Registration</b> 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.</p> <p><b>3. Health</b> 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 such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>4. Character</b> Each candidate for and any person holding the office must be of good character.</p>

<b>Post Specific Requirements</b>	Demonstrate depth and breadth of experience in hospital pharmacy as relevant to the role as required.
<b>Other requirements specific to the post</b>	Full clean drivers licence and transport necessary.
<b>Skills, competencies and/or knowledge</b>	<p><b>Candidates must:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of up-to-date pharmaceutical knowledge and evidence of a commitment to continuous learning.</li> <li>• Demonstrate patient-centred focus.</li> <li>• Demonstrate experience in reviewing complex individual prescriptions.</li> <li>• Demonstrate a good understanding of the developing role of the pharmacist.</li> <li>• Demonstrate team working skills both within the pharmacy and in a multi-disciplinary capacity across medical and surgical specialities.</li> <li>• Demonstrate the ability to multitask, work flexibly and under pressure.</li> <li>• Demonstrate the ability to work alone and to exercise initiative.</li> <li>• Demonstrate effective communication skills including those applicable to patient counselling, presentation skills and report writing.</li> <li>• Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point, and Cliniscript.</li> <li>• Demonstrate awareness of the security considerations/confidentiality involved in working in a hospital pharmacy.</li> <li>• Demonstrate the ability to work in a changing environment.</li> <li>• Demonstrate an understanding of value for money and the financial issues related to medication management.</li> <li>• Demonstrate planning and organisational skills.</li> <li>• Demonstrate leadership and decision-making ability.</li> <li>• Demonstrate the ability of organise and co-ordinate staff assigned to work under your supervision.</li> <li>• Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.</li> </ul>
<b>Campaign Specific Selection Process</b>  <b>Ranking/Shortlisting / Interview</b>	<p>A ranking and or short listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<b>Code of Practice</b>	The 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



	<p>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".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>This job specification 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.</p>	

### Pharmacist, Senior Terms and Conditions of Employment

<b>Tenure</b>	<p>There are currently two whole time vacancies, one permanent and one fixed term (12-months).</p> <p>The post is pensionable. A panel may be formed from this recruitment campaign from which future permanent or specified purpose vacancies of full time or part time hours will be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>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.</p>
<b>Remuneration</b>	<p>The salary scale for the post is (as at 01/10/2021) €64,614 €67,584 €68,535 €69,481 €69,597 €70,921 €72,379 €74,929</p>
<b>Working Week</b>	<p>The standard working week applying to the posts will be confirmed at Job Offer Stage.</p> <p>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 16<sup>th</sup> 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).</p>
<b>Annual Leave</b>	<p>The annual leave associated with the posts will be confirmed at Job Offer Stage.</p>
<b>Age</b>	<p>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.</p>
<b>Superannuation</b>	<p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004.</p>
<b>Probation</b>	<p>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.</p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current 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.</p>
<b>Infection Control</b>	<p>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.</p>

<b>Health &amp; Safety</b>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the ward/department/service A template SSSS and guidelines are available on the National Health and Safety Function/H&amp;S web-pages, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures See link on health and safety web-pages to latest Incident Management Policy.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS</p>
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