

MATER PRIVATE HOSPITAL

JOB DESCRIPTION

SENIOR GRADE PHARMACIST

- 1.0 Job title** **SENIOR GRADE PHARMACIST**
- 1.1 Department** Pharmacy department
- 1.2 Reporting to** Pharmacy Manager or nominee(s)
- 1.3 Professional qualifications, registration, essential skills & knowledge**
- a. Be registered in the Register of the Pharmaceutical Society of Ireland.
 - b. Minimum 3 years hospital pharmacy experience
 - c. Aseptic compounding unit work experience
 - d. Experience of research and project work
 - e. Awareness / sensitivity toward patient needs
 - f. Discretion and ability to use initiative
 - g. Good interpersonal skills
 - h. Ability to work effectively as part of multi-disciplinary team
 - i. Ability to multi-task and work to tight deadlines.
- 1.4 Health**

An independent medical advisor appointed by the hospital will carry out a pre-employment medical.

1.5 Probationary period

This is a full-time, permanent position. Appointment is subject to a probationary period of 12 months, which, if required, may be extended.

1.6 Hours of work

37 hours each week exclusive of meal breaks, with flexibility (regarding actual working hours) to suit the local work practices and demands of the service.

1.7 Annual leave

As per contract. Annual leave must be approved in advance by the employee's line manager.

1.8 Salary scale

The Senior Pharmacist scale will be applied. Payment of salaries/wages will be made monthly through paypath.

1.9 Other employee benefits

1. Pension scheme.
2. Critical illness cover.
3. VHI & Laya discount scheme.
4. Discounted inpatient & outpatient treatment rates.
5. Sick leave scheme.
6. Flexible working hours.
7. Financial support for career training & development.
8. Staff Care Services Programme.
9. Career break scheme.
10. Discount pharmacy rates.
11. Subsidised restaurant.
12. Credit Union Scheme.
13. Sports & Social Club.

2.0 Purpose of post

To assist in the provision of a comprehensive pharmaceutical service to the hospital meeting the pharmaceutical care needs of patients and staff.

3.0 Duties and responsibilities

1. To be professionally responsible for all aspect of post holder's own work.
2. Interpret medical orders and transcribe onto computerised medication profiles accurately. Maintain accurate patient medication profiles.
3. Compound and dispense pharmaceuticals, including sterile products, chemotherapy and parenteral nutrition products accurately.
4. Issue controlled substances to patient care areas and maintain records as required by law.
5. Monitor drug therapy regimens for contraindications, drug-drug interactions, drug-food interactions, allergies and appropriateness of drug and dose.
6. Monitor antibiotic usage.
7. Read, extract and interpret information in patient charts accurately.
8. Detect and report suspect adverse drug reactions accurately and in a timely manner.
9. Sustain the formulary by minimising non-formulary procurements, utilizing therapeutic substitution protocols and promoting rational drug therapy selection.
10. Provide clinical consultation and clarification to practitioners. Suggest appropriate, cost-effective therapeutic alternatives to medical staff, as needed.
11. Provide accurate, adequate and timely drug information to the professional staff.
12. Provide drug information to patients and their families.
13. Document all clinical activities and interventions accurately and completely.
14. Participate in the quality improvement and medication use review activities of the department. Collect data; conduct quality monitors and inspections; and maintains logs, records and other documentation as assigned.
15. Supervise and direct pharmacy support personnel. Verify the daily activities of pharmacy technicians.
16. Work independently with minimal supervision. Organise and prioritise work assignments. Ensure pharmacy services are provided in a timely manner.

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17. Perform a monthly review of the inspection records received by pharmacy of all assigned medication storage areas. Identify corrective action required and appropriate follow up.
18. Keep pharmacy areas and equipment clean, neat and well organised.
19. Perform essential duties of the pharmacy manager in his/her absence.
20. Attend pharmacy staff meetings.
21. Attend orientation, education and training programmes. Review literature and other materials pertinent to the practice of pharmacy.
22. Be responsible for supervision of staff and delegating duties appropriately.
23. Be responsible for the purchasing, stock control and distribution of all medicines used in the Hospital.
24. Develop and expand a ward pharmacy service, which will provide clinical pharmacy input into care of patients in close co-operation with medical and nursing staff.
25. Ensure that the purchase, storage and supply of all items is operated on the most economical 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.
26. Lead by example a professional and dedicated team creating and promoting healthy working relationships.
27. Identify defects in supplies and / or equipment.
28. Receive and record details concerning mishaps.
29. Provide education and training for staff including doctors and nurses etc and to patients and families both inside and outside the hospital as needed or requested.
30. Participate in the provision of the medication component of clinical trials and maintain records as decreed appropriate by the trial coordinators.
31. Actively participate in continuing educational research activities as required.
32. Ensure that effective safety procedures are in place to comply with the most recent legislation and to ensure that staff complies with these procedures.
33. Collect, interpret and present to the Pharmacy Manager data on activity and expenditure as required. Be familiar with all areas in the pharmacy department and provide cover in these areas as required.
34. To help ensure that the needs of patients and professional staff are being adequately met by the Pharmaceutical service provided.

35. To keep abreast in understanding and knowledge of all new developments applicable to hospital pharmaceutical issue, and also to be conversant with and comply with relevant Health & Safety legislation.
36. To have read, signed, understood and follow pharmacy policies, procedures and guidelines
37. Any other duties, which may be assigned from time to time.

Attendance at hospital orientation, education and training programmes is mandatory.

4.0 Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Hospital Policy.

5.0 Uniform

Attire must be in line with departmental policy: a neat, clean, professional appearance must be maintained at all times.

Note

This job description is a reflection of the present service requirements and may be subject to review and amendments to meet the changing needs of the service.