

ST. JAMES'S HOSPITAL

<u>Job Title:</u>	Senior Pharmacist
<u>Grade:</u>	Senior Pharmacist
<u>Area of Assignment:</u>	Clinical Pharmacy Services
<u>Reporting Relationship:</u>	Responsible to Chief II Pharmacist (Clinical Services); Accountable to Director of Pharmacy and/or his/her Deputy
<u>Salary Scale:</u>	€62, 720 - €72, 590
<u>Closing Date:</u>	Sunday, 2 nd February 2020

Ref: 47357/20

PHARMACY DEPARTMENT

The Pharmacy Department purchases, dispenses and distributes pharmaceutical and para-pharmaceutical products within the Hospital. A clinical pharmacy service is provided to in-patient wards and a number of specialist areas to ensure safe, effective and economic use of these products.

REQUIREMENTS

- Be registered in the Register of Pharmaceutical Chemists for Ireland, or be entitled to be so registered.
- Have not less than three years satisfactory post registration hospital experience.
- Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office

MAIN ROLE, DUTIES AND RESPONSIBILITIES

The Senior Pharmacist will undertake the duties appropriate to that grade, subject to the supervision of the Chief II Pharmacist and general supervision of the Director of Pharmacy and/or his/her deputy. The duties are as follows:-

1. The supervision & supply of drugs, pharmaceutical & other related items as may be required.
2. To ensure that the purchase, storage & supply of all items is operated on the most economical lines, consistent with quality at pharmacy and ward levels, with reference to legal requirements, transit, security & conditions of chemical & physical stability.

3. To provide services to the wards of the Hospital as may be required - drug control and inspection of M.D.A. drugs, etc.
4. The provision and expansion of clinical and ward pharmacy services.
5. The maintenance of records for the purchasing, quality control, compounding and dispensing of medication to the standards required.
6. The provision of advice as required, to medical and nursing staff on the proper and economic use of drugs and medicines including the participation in schemes for the dissemination of information in relation to drugs and drug usage.
7. To develop and update hospital guidelines e.g. Prescribers' Guide, IV guidelines, for prescribing and administration of medication.
8. To co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment.
9. To participate in multidisciplinary hospital committees at the discretion and direction of the Chief II Pharmacist.
10. To participate in multidisciplinary consultant led ward rounds at the discretion and direction of the Chief II Pharmacist.
11. To ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided.
12. To train, supervise and/or manage any pharmacist and other staff assigned to him/her.
13. To participate in the teaching and training (including in-service training) of pharmacy and other staff as may be required. To participate in personal training as may be required.
14. To participate in the staff rotation system as delegated by the Head of the Department.
15. Where a Chief Pharmacist has been assigned responsibilities, to co-operate with & assist him/her in the performance of his/her duties & responsibilities as required.
16. To perform such other duties appropriate to the office, as may be assigned to him/her by the Director of Pharmacy & Pharmacy Operations Manager & other duly authorised officer(s) of the Board.
17. To participate in the on-call pharmacist rota & weekend rota.

PARTICULARS OF OFFICE

1. The appointment is whole time, temporary and pensionable.
2. Annual Leave allowance is 26 days per annum.
3. The person appointed must not give less than one month's notice, in writing, of intention to resign.
4. Normal working will be 37 hours per week.
5. 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 8.00am – 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

GENERAL

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures every two years.
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St James Hospital will be a smoke free Campus. Smoking will not be permitted on Hospital grounds.

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

INFECTION CONTROL AND HYGIENE

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

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 such as would indicate a reasonable prospect of ability to render regular and efficient service.

ENQUIRIES

Mr Bernard Carr – Deputy Director of Pharmacy, Phone 01 4103669;

Email: bcarr@stjames.ie or

Ms Maeve Colleran – Chief II Pharmacist Clinical Services, Phone 01 4103690

Email: mcolleran@stjames.ie

For External Applicants:

The Application Form is available under **Allied Health & Social Care** section of Careers webpage. Alternatively, please contact the Human Resources Directorate for an application form, Phone: 01 4162559 or Email: humanresources@stjames.ie

Please note closing date **Sunday, 2nd February 2020.** for receipt of completed application forms. C.V.s will not be accepted.

A panel may be formed from which future vacancies will be filled

St. James' Hospital is an Equal Opportunities Employer