

## Job Specification and Terms and Conditions Senior Pharmacist (Oncology & Compounding)

<b>Job Title and Grade</b>	Senior Pharmacist, Cancer Services – Specified Purpose Contract
<b>Competition Reference</b>	
<b>Closing Date</b>	21 <sup>st</sup> November 2022
<b>Proposed Interview date(s)</b>	By agreement
<b>Taking up Appointment</b>	By agreement
<b>Location of Post</b>	Oncology and Haematology services and Aseptic Compounding Unit, Pharmacy Dept., Cork University Hospital, Cork.
<b>Organisational Area</b>	Health Service Executive South
<b>Details of Service</b>	<p>Cork University Hospital is the main cancer centre of the South South West Hospital Group.</p> <p>The Aseptic compounding unit is based at Cork University Hospital.</p> <p>It provides an Aseptic compounding service (primarily for provision of cytotoxic drugs) to the relevant wards and departments in Cork University Hospital.</p>
<b>Reporting Relationship</b>	To the Chief Pharmacist, CUH, Chief II Pharmacist (Oncology and Compounding) and Chief II Pharmacist (Cancer Clinical Pharmacy Services) or a Designated Officer
<b>Purpose of the Post</b>	<p>To assist with the provision of a high-level pharmacy oncology and compounding service to the wards and departments of Cork University Hospital.</p> <p>To develop the provision of pharmaceutical care and clinical pharmacy services to the Haematology/Oncology day ward and inpatient cancer wards of CUH.</p> <p>To contribute as needed and determined by the Chief II Pharmacists to work in the aseptic unit, clinical trials and administration of the oncology pharmacy computer systems.</p>
<b>Principal Duties and Responsibilities</b>	<p>The post holder will maintain awareness of the primacy of the patient in relation to all hospital activities.</p> <p>The Senior Pharmacist (Oncology and Compounding) will:</p> <ul style="list-style-type: none"> <li>• Participate in the Aseptic Compounding Unit (ACU) roster and provide clinical services across haematology/oncology clinical services as required and as directed by the aseptic services manager/clinical pharmacy services manager.</li> <li>• Assist with the management and day-to-day operations of the ACU, which manufactures systemic anti-cancer therapy (SACT), and biologics, ensuring that a safe and quality service is provided within given resources.</li> <li>• Be fully conversant with all approved systems of work and documentation associated with the operation of the ACU and Cancer Services clinical areas.</li> <li>• Review Systemic Anti Cancer Therapy (SACT) protocols involving medicines within CUH.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Chief II Pharmacist in the development and maintenance of SOPs required for aseptic compounding.</li> <li>• Identify and address deficiencies in medications management systems and processes, where applicable.</li> <li>• Highlight any discrepancies, incidents or inadequacies in services to the Aseptic Services Manager, Cancer Clinical Pharmacy Services Manager, Chief Pharmacist and /or Medication Safety Pharmacist as appropriate.</li> <li>• Ensure compliance to good clinical practice standards in relation to SACT and associated medicines: <ul style="list-style-type: none"> <li>○ Medicines are labelled appropriately.</li> <li>○ Medicines are stored correctly and securely.</li> <li>○ Documentation is complete and secured.</li> <li>○ Medicines are dispensed or supplied in strict accordance with protocol.</li> </ul> </li> <li>• Liaise with Consultants, Doctors and nurses to design best protocols and workflow where SACT is concerned.</li> <li>• To facilitate the identification, maintenance, updating and implementation of Standard Operating Procedures (SOPs) in line with changing practices locally, nationally and internationally and in accordance with pharmacy legislation.</li> <li>• To undertake audit of these protocols and SOPs to ensure best practice is observed at all times.</li> <li>• Other aseptic unit duties may include technical, operational and supervisory duties as well as involvement in development and implementation of procedures as part of the unit's quality assurance, quality control system, and involvement with clinical trials and compassionate access schemes etc.</li> <li>• Liaise with clinical pharmacy team as required to ensure safe service delivery to patients and best quality of care.</li> <li>• Assist with the provision of drug usage reports to Finance dept to allow reimbursement of SACT by the National Cancer Control Programme (NCCP).</li> <li>• Contribute to the development of clinical guidelines as part of a multidisciplinary team as allocated by the Chief II Pharmacist.</li> <li>• Contribute to the provision of training for Pharmacists, Pharmaceutical Technicians and other staff as needed</li> <li>• Contribute to the provision of medicines information and advice on drug availability and procurement to clinical staff in relation to anti-cancer therapies and associated medicines.</li> <li>• Report on potential drug budget savings in collaboration with a multi-disciplinary team to ensure best quality use of SACT and associated therapy.</li> <li>• Report and encourage reporting on incidents/near misses in accordance with risk management policies.</li> <li>• Participate in multidisciplinary meetings, hospital committees and working groups as required or if appropriate.</li> <li>• To liaise with management and staff in matters of departmental procedure, or when problems arise;</li> <li>• To make recommendations to the Chief II Pharmacist as to how methods and procedures can be improved;</li> <li>• To advise the Chief II Pharmacist of malfunctioning or unsafe equipment in the pharmacy;</li> </ul>
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	<ul style="list-style-type: none"> <li>• To ensure that work is carried out in a safe manner in accordance with the provisions of legislation.</li> <li>• To liaise closely and co-ordinate service delivery with the other Pharmacists and pharmaceutical Technicians, to ensure a high level of teamwork between pharmacists and pharmaceutical technicians.</li> <li>• To carry out any other duties relevant to this line of work as designated by the Chief II Pharmacist.</li> </ul> <p>The post holder agrees to liaise with the Chief II Pharmacist and other staff on matters concerning departmental procedures and on matters concerning safety, security, and complaints concerning the service and unusual occurrences or conditions relating to drugs, drug requests, usage and their security in the hospital.</p> <p>Appropriate training, subject to availability, will be offered to facilitate personal development within the post.</p> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must, on the latest date for receiving completed application forms possess:</b></p> <ol style="list-style-type: none"> <li>1. <b><u>Professional Qualifications, Experience, etc</u></b> <ol style="list-style-type: none"> <li>a) Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered</li> </ol> <p style="text-align: center;"><b>And</b></p> <li>b) Have at least three years satisfactory post registration hospital experience</li> </li></ol> <p style="text-align: center;"><b>And</b></p> <ol style="list-style-type: none"> <li>c) 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.</li> </ol> <li>2. <b><u>Age</u></b> 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.</li> <li>3. <b><u>Health</u></b> Candidates 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.</li> <li>4. <b><u>Character</u></b> Candidates for and any person holding the office must be of good character.</li> <p>Please note that 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>Post Specific Requirements, additional</b></p>	<p>Experience in working within an Aseptic Compounding Unit and/or haematology/oncology units is highly desirable.</p>

<b>qualifications and/or experience required</b>	Experience of Good Clinical Trial practice is desirable but not necessary, as training will be provided.
<b>Skills, competencies and/or knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding in the management of an Aseptic Compounding Unit service and the central role of the service within the Cancer Services Directorate</li> <li>• Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads according to need.</li> <li>• Demonstrate evidence of effective organisation and management skills including awareness of resource management and importance of value for money.</li> <li>• Demonstrate depth and breadth of experience of managing medicine related improvement projects that improve service delivery as relevant to the role.</li> <li>• Demonstrate depth and breadth of experience in the operation of electronic patient information and prescribing systems as relevant to the role.</li> <li>• Demonstrate evidence of ability to critically analyse commercial and core clinical journal material on medicines.</li> <li>• Demonstrate knowledge and understanding of relevant legislation including Health &amp; Safety in the workplace.</li> <li>• Demonstrate knowledge and understanding of protocols for drug use, storage, safe handling etc.</li> <li>• Demonstrate leadership and team management skills including evidence of the ability to work with multidisciplinary team members and to foster a team environment.</li> <li>• Demonstrate an ability to work individually and with people at all levels of an organisation.</li> <li>• Demonstrate an excellent understanding of the needs of patients and other hospital staff and work to ensure the pharmacy service meets these needs as fully as possible</li> <li>• Demonstrate a commitment to assuring high standards and strive for a user centred service.</li> <li>• Demonstrate excellent interpersonal skills and show leadership in a team environment.</li> <li>• Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care.</li> <li>• Demonstrate commitment to continuing professional development.</li> <li>• Demonstrate initiative and innovation in identifying areas for service improvement.</li> <li>• Demonstrate the willingness and ability to both teach and learn.</li> <li>• Demonstrate leadership and decision-making ability.</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>Competition Specific Selection Process</b>	N/A
<b>Code of Practice</b>	
<p>The reform programme outlined for the Health Services may impact on this role and as structures change, the job description may be reviewed.</p> <p>This job description 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>	



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## HEALTH SERVICES EXECUTIVE

### Terms and Conditions of Employment Senior Pharmacist

<p><b>Tenure</b></p>	<p>The initial vacancy for this post is one year. This post is pensionable.</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>
<p><b>Remuneration</b></p>	<p>As per current Senior Pharmacist salary scale and pro rata with experience as a Senior Hospital Pharmacist.</p>
<p><b>Working Week</b></p>	<p>The standard working week applying to the post is 35 hours.</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>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post is 29 days.</p>
<p><b>Superannuation</b></p>	<p>Membership of the HSE Employee Superannuation Scheme applies to this appointment.</p> <p>Existing Members who transferred to the HSE on 1<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 to which they were entitled at 31<sup>st</sup> December 2004.</p> <p>Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.</p>
<p><b>Probation</b></p>	<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.</p>
<p><b>Protection of Persons Reporting Child Abuse Act 1998<sup>1</sup></b></p>	<p>This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of</p>

	child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.
<b>Health &amp; Safety</b>	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.