



## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Pharmacist  
(Basic Grade)**

**Temporary  
Specified Purpose**

**1.0 WTE**

Post Ref: BGP1120

**PERSON SPECIFICATION****Job Title:** Pharmacist (Basic Grade)**Department:** Pharmacy**Report to:** Chief 1 Pharmacist (Director of Pharmacy Services)**Accountable to:** Chief 1 Pharmacist (Director of Pharmacy Services)

FACTOR	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<b>Candidates must:</b>  (a) Possess a recognised primary degree in Pharmacy.  <b>And</b>  (b) Be registered with the Pharmaceutical Society of Ireland (PSI) and produce evidence to the Coombe Women & Infants University Hospital of continued registration as requested.	
<b>Experience (Duration &amp; Type)</b>	<ul style="list-style-type: none"><li>• Ideally have relevant pre or post registration Hospital experience;</li><li>• Ideally be able to demonstrate and apply previous experience of research and audit at either undergraduate level or in the work environment.</li></ul>	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• Demonstrate competence or knowledge in clinical pharmacist skills;</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 the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care;</li><li>• Demonstrate knowledge and awareness of need to respect patient/residents and staff privacy;</li><li>• Display awareness and appreciation of the nature of the services provided and the ability to empathise with and treat others with dignity and respect;</li><li>• Have ability to build strong relationships at all levels within Organisation;</li><li>• Have ability to express and address issues clearly, both written and orally and articulate them to management and staff;</li></ul>	

	<ul style="list-style-type: none"> <li>• Listen openly, using questions to check for understanding/avoid misinterpretation;</li> <li>• Ability to work in a pressured environment with a high level of responsibility &amp; to prioritise and manage workloads;</li> <li>• Ability to work as part of a team and alone, with minimal supervision;</li> <li>• Have the ability to work on own initiative;</li> <li>• Have excellent communication and interpersonal skills;</li> <li>• Have a team-based, consultative and highly flexible approach;</li> <li>• Be able to bring new ideas/initiative to fruition.</li> <li>• Be able to multi-task, without losing focus;</li> <li>• Manage competing and changing priorities;</li> <li>• Be flexible and able to adapt to change;</li> <li>• Good IT skills, in particular with pharmacy programmes;</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Have Knowledge and understanding of the role and responsibilities of all grades working in hospital pharmacy;</li> <li>• Demonstrate knowledge of the Health and Safety at Work Act 2005;</li> <li>• Be able to demonstrate an awareness of accepted national and international standards relating to medication safety and risk management.</li> </ul>	

## **J O B   D E S C R I P T I O N**

<b>Job Title:</b>	<b>Pharmacist (Basic Grade)</b>
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**Department:** Pharmacy

**Report to:** Chief 1 Pharmacist (Director of Pharmacy Services)

**Accountable to:** Chief 1 Pharmacist (Director of Pharmacy Services)

### **ABOUT THE COOMBE WOMEN & INFANTS UNIVERSITY HOSPITAL**

The Coombe Women & Infants University Hospital (CWIUH) Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and fetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

### **MISSION STATEMENT**

“Excellence in the care of women and babies”

### **VISION**

Nationally and internationally recognised leader in healthcare for women, babies and their families.

### **VALUES**

- Women and baby centred
- Excellence in everything we do
- Respect
- Pride
- Caring
- Progressive

*Delivering expectations*

**Overall job role:**

The Basic Grade Pharmacist will work as part of a progressive and dynamic Pharmacy Team to provide excellence in the care of women and babies, under the general direction of the Chief 1 Pharmacist (Director of Pharmacy Services).

The successful candidate will be responsible for dispensary duties including purchase, storage and supply of medicines and related items ensuring quality and value for money, taking responsibility for the application of pharmacy legislation, regulations and guidelines as they relate to all aspects of pharmacy department service provision, security, drug storage, procurement and will assist the other members of the pharmacy team in providing a modern, pharmaceutical care-based clinical service to the hospital.

**Responsibilities & Accountabilities:****1.0 General**

- 1.1 Work collaboratively with other members of the team to ensure that all activities of the Pharmacy Department are patient focussed.
- 1.2 Demonstrate behaviour consistent with the hospital's values
- 1.3 Participate in service delivery as part of a professional, effective and dedicated team.
- 1.4 Create, promote and maintain open communications and healthy working relationships.
- 1.5 Maintain the principles of equity, accountability and quality of service in daily work.
- 1.6 Work collaboratively with other Pharmacy Department staff to deliver clinical pharmacy services, respecting the role of other pharmacists in ensuring safe and effective care.
- 1.7 Carry out dispensary duties as required including purchase, storage and supply of medicines and related items ensuring quality and value for money, taking responsibility for the application of pharmacy legislation, regulations and guidelines as they relate to all aspects of pharmacy department service provision, security, drug storage, procurement etc
- 1.8 Participate in stock-taking, invoice-processing and other administrative procedures as deemed necessary Chief 1 Pharmacist (Director of Pharmacy Services)
- 1.9 Participate with CPD as is required by the Pharmaceutical Society of Ireland and Irish institute of Pharmacy
- 1.10 Participate in designated committee meetings, intradepartmental meetings, national and international meetings as appropriate
- 1.11 Liaise and co-operate with other hospital departments, wards and staff.
- 1.12 Ensure best practice and compliance with agreed clinical guidelines by all Pharmacy Department staff and to ensure hospital staff are made aware of such guidelines where appropriate
- 1.13 Provide clinical pharmacy services to clinical areas as directed by the Chief 1 Pharmacist or their appointed deputy.
- 1.14 Provision of education including presentations, publications, and other informative activities on medication-related topics to medical and nursing staff
- 1.15 Supervision of work experience students and technicians as required

**2.0 Other Duties**

- 2.1 Maintain a safe working environment as set out in the Health and Safety at Work Act 2005

- 2.2 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
- 2.3 Participate in the Coombe Women & Infants University Hospital staff development programme and ensure continued development to meet the demands of the service
- 2.4 Perform such other duties appropriate to the post as may be assigned from time to time by the Chief I Pharmacist (Director of Pharmacy Services) or Chief II Pharmacist
- 2.5 Assist the Chief I and Chief II Pharmacist in assessing the need for and the planning and development of additional pharmaceutical services

### **Professional**

*The Basic Grade Pharmacist will:*

- Ensure confidentiality on all matters and information obtained during the course of employment;
- Present and act in a professional manner at all times and ensure colleagues do likewise.

### **Education & Training**

*The Basic Grade Pharmacist will:*

- Participate in mandatory training programmes;
- Take responsibility for, and keep up to date with current practice by participating in continuing professional development;
- Monitor and maintain up-to-date personal training / retraining records in accordance with hospital policy.

### **Quality, Safety and Risk**

- Follow agreed policies, procedures and safe practices in the workplace;
- Assist in ensuring the safety of self and others, and the maintenance of safe environments and equipment used in pharmacy;
- Assess and manage risk in their assigned area(s) of responsibility including medication error reporting as per pharmacy SOP and organisational policy;
- Use equipment and appliances in a safe manner;
- Comply with the Safety, Health and Welfare at Work Act, 2005.

### **Age Restrictions In Relation To Applications**

Age restriction shall only apply to a candidate where he/she 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 applications for the office occurs.

### **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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

### **Be of good character**

A person selected for this role must be of good character.

### **Garda Vetting**

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

### **Particulars of Office**

The appointment is temporary, full time and pensionable. The post is a specified purpose contract covering a period of maternity leave.

### **Duties**

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

### **Hours of work**

Normal working hours are 37 hours per week worked over 5 days Monday-Sunday. However, 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 am to 8 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

### **Flexibility**

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

### **Remuneration**

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1<sup>st</sup> January 2020. Current remuneration as follows:

**€ 34,077 - € 65,742 pro rata per annum (including LSIs)**

### **Probation**

The successful candidate will be appointed initially for a probationary period of six months. 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 by 3 months.

### **Annual Leave**

Annual leave entitlement is 207.2 hours (28 working days) **pro rata per annum**, plus 9 Bank Holidays per annum as they occur. The annual leave year runs from 1<sup>st</sup> of April to 31<sup>st</sup> March each year.

### **Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

### **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 Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

### **Pension arrangements and retirement age**

There are three superannuation schemes currently in operation for staff in The Coombe Women & Infants University Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1<sup>st</sup> April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 70.



- (b) If you have been continually employed in the public service post from the 1<sup>st</sup> April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.
- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1<sup>st</sup> January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004). The Public Service Superannuation (Age of Retirement) Bill 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to 70 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service\* that you be a member of the Single Public Service Pension Scheme. Please see information booklet enclosed

If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 in 2018 (rising to 67 in 2021 and 68 in 2028 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

\*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

### **Health & Safety**

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.

- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

### **Information Technology**

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

### **Hygiene/Infection Control**

All employees have responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.” All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

### **Confidentiality**

In the course of the post holder’s employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

### **Data Management**

Ensure compliance with the obligations required by the Data Protection Regulation (GDPR) and Data Protection Acts 1988-2018

### **Trust in Care Policy**

The Coombe Women’s Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

## **Children First: National Guidance for the Protection and Welfare of Children Act 2015**

The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice.

## **DEVELOPMENT OF HOSPITAL GROUPS**

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

**Note:** This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the hospital this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

## **Short-listing**

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

## **Application Details**

Intending applicants should submit a completed application form along with an updated Curriculum Vitae, and letter of application to [www.coombe.ie](http://www.coombe.ie) **before the closing date of 4pm on Friday 4<sup>th</sup> December 2020.**

Application form for the above post is available at [www.coombe.ie](http://www.coombe.ie) and [www.irishjobs.ie](http://www.irishjobs.ie).

Informal enquiries for this post can be made to **Ms. Mairead McGuire, Director of Pharmacy Services (01) 4085425** or email: [mmcguire@coombe.ie](mailto:mmcguire@coombe.ie).

**You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview.**

**\*Applications must be submitted as a Microsoft Word or PDF document format only.\***

**All 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.**