



Pharmacist, Senior
Job Specification & Terms and Conditions

Job Title and Grade	Pharmacist, Senior <i>Grade Code 3239</i>
Campaign Reference	SCH/024/2021
Closing Date	Wednesday 11th May 2022@ 17:00 hrs
Proposed Interview Date (s)	Interviews will be held as soon as possible after closing date. Candidates will normally be given a minimum of 1 week notice of interview. This time scale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	St. Columcilles Hospital, Loughlinstown, Dublin 18 There is currently one permanent whole time position available in the Pharmacy Department, St. Columcilles Hospital Loughlinstown. A panel may be formed as a result of this campaign for St. Columcilles Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Jackie Walsh, Chief II Pharmacist Email: Jacqueline.walsh2@hse.ie Tel: 01 2115116
Details of Service	St. Columcille's Hospital is part of the Irish East Hospital Group (IEHG) and is a model 2 hospital with 117 inpatient beds, 7 Day surgery bays, a 9 bedded Medical Assessment Unit, and Injuries Unit and an Endoscopy Unit. Located in South County Dublin and on the border with north Wicklow, St. Columcille's has a national speciality in obesity management and National Gender Service. In addition to general medicine, day surgery and care of the elderly, St. Columcille's has an orthopaedic and Stroke Rehabilitation service. The senior pharmacist will work as part of a dedicated pharmacy team to ensure delivery of a comprehensive pharmacy service to all areas. The Pharmacy services comprises of the following: <ul style="list-style-type: none"> • Dispensary services • Clinical Pharmacy Services • Cardiac rehab and stroke rehab • Medicines Information • Pharmacy service for Dalkey Community Unit and Ambulance stations. The Pharmacy Department has 1WTE Chief II Pharmacist, 2 WTE Senior Pharmacists, 1 WTE Staff Grade Pharmacist and 1 WTE Senior Pharmaceutical Technician, 1 WTE Basic Grade Pharmaceutical Technician.
Reporting Relationship	The post holder will report to the Chief Pharmacist
Purpose of the Post	To provide effective, efficient and safe pharmaceutical care to all patients under their care in SCH under the direction of the Chief Pharmacist.

<p>Principal Duties and Responsibilities</p>	<p><i>The Senior Pharmacist will:</i></p> <ul style="list-style-type: none"> • Provide a patient-focused clinical pharmacy service including prescription review, patient counselling, and medication reconciliation on admission and discharge. • Assist in the efficient running of the dispensary. • Ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with pharmacy regulations <ul style="list-style-type: none"> • Provide advice in relation to prescribing and medication management to other healthcare professionals • Assist in the promotion and implementation of SCH guidelines and policies • Identify and address deficiencies in medications management systems, where applicable • Highlight any discrepancies, incidents or inadequacies in services to the Chief Pharmacist as appropriate. • Work collaboratively with all members of the pharmacy and wider healthcare teams to deliver an integrated pharmacy service • Identify and participate in Quality / Value for Money initiatives • Participate in the medication safety programme, including the monitoring, reporting and investigation of adverse drug reactions, medication incidents and errors • Encourage completion of adverse drug reaction cards, medication incident reports by healthcare colleagues • Participate in multidisciplinary working groups and committees as required • Conduct clinical audit and research relevant to the provision of the clinical pharmacy service • Participate in the development, measurement and analysis of Pharmacy Key Performance Indicators <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Be responsible for updating his/her own knowledge and skills as necessary in order to maintain a high level of competency and to improve service provision to patients, carers and other healthcare professionals. • Critically evaluate key literature and medical information within assigned clinical specialities and disseminate this to the multi-disciplinary team. <p>Policy and Practice Guideline Development and Review:</p> <ul style="list-style-type: none"> • Assist in the development and review of pharmacy and multi-disciplinary medication management policies to optimise patient care, improve efficiency and reduce risk to the patient and healthcare professional. <p>Educational</p> <ul style="list-style-type: none"> • Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, and other educational events. • Participate in continuing education and in such activities consistent with the post and in accordance with the Irish Institute of Pharmacy. • Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual
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General

- Supervise and manage any pharmacy staff assigned to him / her.
- Co-operate with and assist the Chief Pharmacist in the performance of his / her duties and responsibilities as required.
- Perform such other duties appropriate to the office of Senior Pharmacist as may be assigned to him / her from time to time by the Chief Pharmacist.
- Conduct research and audit relating to the use of medicines and medicines management.

Health & Safety

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies.
- All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.
- Employees must attend fire lectures periodically and must observe fire orders.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
- All accidents within the Department must be reported immediately.
- Have a working knowledge of the 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 as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

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.
Eligibility Criteria Qualifications and/ or experience	<p>Candidates must have at the latest date of application: -</p> <p>1. Professional Qualifications, Experience etc.</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;">And</p> <p>(ii) Have at least three years satisfactory post registration hospital experience</p> <p style="text-align: center;">And</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>2. 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.</p> <p>3. Character Each candidate for and any person holding the office must be of good character.</p>
Other requirements specific to the post	<p>Have access to appropriate transport to fulfil the requirements of the role, if the need arises to work off site.</p> <p>Be prepared to work flexibly to accommodate early clinical rounds or meetings.</p>
Skills, competencies and/or knowledge	<p>Candidates must:</p> <ul style="list-style-type: none"> • Demonstrate evidence of up-to-date pharmaceutical knowledge. • Demonstrate patient-centred focus. • Demonstrate experience in reviewing individual prescriptions. • Demonstrate a good understanding of the developing role of the pharmacist. • Demonstrate team working skills both within the pharmacy and in a multi disciplinary capacity across medical and surgical specialities. • Demonstrate the ability to multi task, work flexibly and under pressure. • Demonstrate the ability to work alone and to exercise initiative. • Demonstrate effective communication skills including those applicable to patient counselling, presentation skills and report writing. • Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point • Demonstrate awareness of the security considerations/confidentiality involved in working in a hospital pharmacy. • Demonstrate the ability to work in a changing environment.

	<ul style="list-style-type: none"> • Demonstrate an understanding of value for money and the financial issues related to medication management. • Demonstrate planning and organisational skills. • Demonstrate leadership and decision-making ability. • Demonstrate the ability of organise and co-ordinate staff assigned to work under your supervision. • Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<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 short listing 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>
Code of Practice	<p>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 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 www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</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

Tenure	<p>The current vacancy available is permanent and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may 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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post (as at 01.10.2021) is:</p> <p>€64,614, €67,584, €68,535, €69,481, €69,597, €70,921, €72,379, €74,929</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is to 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 16th 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>
Annual Leave	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
Superannuation	<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 01st 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 31st December 2004.</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>

Probation	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.
Protection for Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection for 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.
Infection Control	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 as appropriate to the role.
Health & Safety	<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"> • Developing a SSSS for the department/service¹, 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. • 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. • Consulting and communicating with staff and safety representatives on OSH matters. • 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. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy