

**Health Service Executive**

**Senior Pharmacist**

**Job Specification**

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| **Job Title and Grade** | **Senior Pharmacist Care of the Older Person / Rehab** |
| **Campaign Reference** | 3239SnrPharmaCoOPRehab0622 |
| **Closing Date** | Wednesday July 13th 2022 at 12:00 |
| **Proposed Interview Date(s)** | Friday July 15th 2022 |
| **Taking Up Appointment** | A Start date will be indicated at job offer stage. |
| **Organisational Area** | RCSI Hospital’s Group  Louth County Hospital, Dundalk, Co. Louth. |
| **Location of Post** | Louth County Hospital, Dundalk, Co. Louth.  A panel will be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration in Louth County Hospital, Dundalk may be filled. |
| **Informal Enquiries** | Claire O’Dwyer, Chief II Pharmacist, Louth County Hospital, Dundalk  **Email:** [ClaireA.ODwyer@hse.ie](mailto:ClaireA.ODwyer@hse.ie)  **Tel:** 042 9385441 |
| **Details of Service** | * **Louth County Hospital** pharmacy department provides services to Louth County Hospital and St Oliver Plunkett Community Unit. * Louth County Hospital has a total of 89 beds: 61 in-patient beds & 29 day beds. St. Oliver Plunkett Community Unit is a 63-bedded residential unit for older persons. * Inpatient services include post-acute care rehabilitation, stroke rehabilitation, palliative care, care of the older person’s medical rehabilitation * Outpatient services include; Minor Injuries Unit Services, Surgical Day Services, Medical Infusions Day Services, Ophthalmology, Endoscopy, GUM clinic and outpatient medical and surgical outpatient clinics. |
| **Reporting Relationship** | The post holder will report to the Chief Pharmacist. |
| **Purpose of the Post** | Senior pharmacist to participate in the effective, efficient and safe delivery of pharmaceutical care to the hospitals, ward and departments serviced by the pharmacy department.  And to participate in the development and expansion of ward based clinical services and specialised care of the older person clinical pharmacy service in both the inpatient and outpatient setting. |
| **Principal Duties and Responsibilities** | **Clinical Services**  *The Senior Pharmacist principal duties and responsibilities will include::*   * The supervision and supply of drugs, pharmaceuticals and other related items as may be required. * To ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality at pharmacy, ward and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Assist in managing the efficient running of the dispensary. * The maintenance of records for purchasing, quality control, compounding and dispensing to the standards required. * The provision of advice, as required, to medical and nursing staff on the proper and economic use of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage designed to deliver optimal care economically. * Provide a patient focused clinical pharmacy service including prescription review and patient counselling. * Participate in the development and expansion of newly initiated ward clinical pharmacy services. * Participate in consultant lead ward round and MDT meetings. * Participate in Quality Improvement (QI) initiatives. * To co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment. * To participate when required in the Hospital Drug & Therapeutics Committee and Infection Control Committee. * To supervise and manage pharmacists and other staff assigned to him/her. * To ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided.   **Educational:**  *The Senior Pharmacist will:*   * Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, journal club and other educational events. * Supervise and tutor pharmacy students, pharmacy technician students and other students during work experience placements in the department where applicable. * Participate in continuing education and in such activities consistent with the post attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual.   **General:**  *The Senior Pharmacist will:*   * Develop and implement policies, procedures and guidelines relating to medicines management. * General administrative and financial duties including recording keeping and drug use monitoring. * Participate in multidisciplinary working groups and committees as required. * To supervise and manage any pharmacist and other staff assigned to him / her; * Where a Chief Pharmacist has been assigned responsibilities to co-operate with and assist him / her in the performance of his / her duties and responsibilities as required. * To 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. * To conduct research and audit relating to the use of medicines and medicines management. * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately.   **Health & Safety**  *The Senior Pharmacist will:*   * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * 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 with respect to Health and Safety aspects. * 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. * 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 Specification 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** | **Each candidate must at the latest date of completed CV’s:**  **1. Professional Qualifications, Experience etc.**   1. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.   **And**   1. Have at least three years satisfactory post registration hospital experience.   **And**   1. 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.   **2. Annual Registration**  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.  **3. Age**  The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants recruited between 1 April 2004 and 31 December 2012 (“new entrants”) have no compulsory retirement age.  Public servants recruited since 1 January 2013 are members of the Single Pension Scheme have already a compulsory retirement age of 70  **4. 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.  **5. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of Hospital Pharmacy experience as relevant to the role, including experience reviewing individual prescriptions. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfill the requirements of the role. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***   * Be fluent in both written and spoken English * Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate evidence of organisation and management skills including awareness of resource management and importance of value for money and the financial issues related to medication management. * Demonstrate the ability manage and develop self and others in a busy working environment including the ability to prioritise caseloads according to need. * Demonstrate ability to manage deadlines and effectively handle multiple tasks. * Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. * Demonstrate commitment to providing a quality service and high standards and to strive for a user centered service. * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate effective communication skills (both written and oral) including: the ability to present information in a clear and concise manner, the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning. * Demonstrate awareness and appreciation of the service user. * Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members. * Demonstrate an excellent understanding of the needs of patients and of other hospital staff and work to ensure pharmacy services meets these needs as fully as possible. * Demonstrate initiative and innovation in identifying and acting upon areas for service improvement. * Demonstrate commitment to continuing professional development based on identified learning needs. * Demonstrate awareness of the security and confidentiality considerations involved in working in a Hospital Pharmacy. * Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, PowerPoint and Outlook. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  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. |
| **Code of Practice** | 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”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://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](http://www.cpsa.ie). |
| ***The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.***  ***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.*** | |



**Health Service Executive**

**Senior Pharmacist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole-time. The post is pensionable.  A panel will be formed from this recruitment campaign from which future permanent or specified purpose vacancies of full time or part time hours will be filled.  The tenure of these posts will be indicated at “expression of interest” stage.  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. |
| **Remuneration** | **The salary scale for the post as of 01/10/2021 is:**  €64,614, €67,584, €68,535, €69,481, €69,597, €70,921. €72,379. €74,929 |
| **Working Week** | The standard working week applying to the post is 35 hours.  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). |
| **Annual Leave** | The annual leave associated with the post is 29 days. |
| **Superannuation** | 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. |
| **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. |
| **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** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), 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 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 procedures[[2]](#footnote-2). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 66,471 as at 01.01.2018)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€66,471 as at 01.01.2018) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)