**Job Description**

Reports To:   Chief Executive

**Job Summary**

The post holder will work under the direction of the Chief Executive. The Chief 11 Pharmacist will be responsible for managing pharmacy services within the hospital, for providing a safe, efficient drug distribution service, for ensuring the smooth and efficient operation of the dispensary and developing and maintaining a clinical pharmacy service.

**Primary Responsibilities**

* To supervise and manage staff associated with the Pharmacy Department.
* To ensure that staff understand and discharge the responsibilities placed on them.
* To ensure that the purchase, storage and supply of all items is operated on the most economic lines, consistent with quality at pharmacy, ward and departmental levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability.
* Ensure accurate records relating to the procurement, storage, compounding, quality control, dispensing, distribution, and destruction of medical products are maintained in accordance with best practice standards and applicable legislation including the 2019 Falsified Medicines Directive
* Develop and expand the Unit clinical pharmacy service.
* Provide advice and direction as required to medical and nursing staff on the proper and economic use of drugs and alternative types of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage.
* Participate in the hospital’s Medication Safety and Therapeutics Committee and other department/divisional hospital committees, as required, where such committees exist.
* Ensure that the needs of the patients and professional staff are being adequately met by the Pharmaceutical service and are delivered in a manner that respects privacy and confidentiality.
* Work in collaboration with Medical, Nursing, Management and Health and Social Care Professional staff towards the development and implementation of evidence-based medicines management policies.
* Work with prescribers and other healthcare staff to implement good clinical pharmacy practice to ensure safe and efficient use of medicines; including documentation of the effect of clinical pharmacy services.
* Provide advice and information to the relevant Pharmacy, Medical and Nursing staff on best practice in relation to all aspects of medicines management.
* Provide information that meets the need of Senior Management.
* Perform as superintendent and supervising pharmacist of the Pharmacy.
* To lead on the implementation of an integrated Pharmacy ICT system
* Any other duties as assigned by the Chief Executive.

**Health and Safety**

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* Ensure that work is carried out in a safe manner in accordance with the provisions of the Health, Safety and Welfare at Work Act and/or other related legislation.
* All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.
* In cooperation with pharmacy staff and health care professionals work to reduce the risk of medication errors and adverse incidents, and other clinical risks associated with pharmacy.

 **People Management and Organisational Development**

* To provide leadership and act as a role model.
* To establish effective communication to and between all members of staff in the Pharmacy Department.
* To be responsible for the recruitment, induction, development of staff and allocation of work in pharmacy in line with hospital policies.
* To supervise the services provided by pharmacy staff.
* To ensure that pharmacy staff are managed in accordance with all relevant legal requirements and organisational policies and procedures.
* To ensure appropriate pharmacy contribution to clinical service development and implementation, capacity initiatives and new builds.
* To motivate pharmacy team members through the use of agreed goals and objectives.
* To ensure that appropriate arrangements are in place for the continuing education, training and competency assessment of clinical pharmacy staff.
* To be responsible for ensuring that the provisions of the Health and Safety at Work Act are adhered to within the department, that the legislative requirements for relevant chemical data and risk assessments are fulfilled and that staff comply with mandatory training requirements.
* To be accountable for personal professional practice and keeping up to date professionally through attendance at continuing education programmes, seminars, and conferences as appropriate to maintain professional registration with the Pharmaceutical Society of Ireland.
* The post holder will be expected to show initiative in advising the CEO about any changes in practice likely to lead to significant changes in expenditure or purchasing patterns

**Communication**

* To ensure appropriate stakeholder involvement and to ensure that there are mechanisms to seek feedback to improve pharmacy services.
* To act as a point of providing clinical support and knowledge to pharmacy staff.
* To provide up-to-date information and guidelines on drug therapy. To explore and implement solutions for improving accessibility to this information.
* To communicate relevant information to Senior Management, Clinicians, Healthcare Professionals and other staff internally and externally as appropriate.
* To ensure that the vision, strategy, goals and progress towards the goals are clearly and consistently communicated across the organisation.
* To develop and maintain effective partnership working with external organisations and other stakeholders.

**Quality Management**

* To ensure that operational medication management and departmental policies are in place, complying with and regularly updated in line with legal, professional and/or operational requirements. To contribute to the development of relevant hospital policies.
* To monitor the quality of the pharmacy service provided by the Pharmacy Department and to ensure that the data with respect to pharmacy activity is of the highest quality.
* To participate and lead in the hospital’s licensing and accreditation processes (for example HIQA) and other quality management systems in the Hospital.
* To ensure that the pharmacy department is actively involved in clinical audit.
* To promote and facilitate clinical research activity in the department and the hospital as appropriate.
* To support the education and training of doctors, nurses, health and social care professionals in medication management (including prescribing and administration of drugs).
* To develop and implement key performance indicators (KPIs) for the Pharmacy Department, that takes into account a range of managerial and clinical indicators.
* To comply with 2018 General Data Protection Regulation legislation and the hospital’s policy on confidentiality.
* To lead in a way that encourages innovative and creative ideas to facilitate the introduction of service developments.
* To undertake regular departmental risk management assessments, quality improvements and Health and Safety assessments in accordance with hospital policies.
* To provide assistance to the risk manager in investigating incidents involving medicines.
* To ensure that relevant incidents and complaints are managed in accordance with organisational policies and procedures.

**Administrative:**

* Participate in the operation of a computer-integrated management system for the Pharmacy.
* Have excellent computer skills including MS Word, Excel, and PowerPoint.
* Participate in the development of operational and service plans as assigned.

**Financial Management**

* To actively pursue Value for Money in purchasing of medication and related products
* To comply with current HSE procurement policies and legislation
* To engage with doctors, nurses, health and social care professionals to support them in the most cost effective utilisation of medication and related products that meet the needs of patients and residents
* To pursue operational and financial efficiencies in the running of the Pharmacy Department
* To participate in the generation of reports from the computer system. To analyse the reports and present the information in a meaningful way to account for drug expenditure and to monitor activity

**Service Delivery**

* To lead the continued development of the pharmacy service.
* To assist in managing stock levels and procurement to achieve cost effective stock holding.
* To take responsibility in designated projects as assigned by the Chief Executive
* To coordinate the development and implementation of pharmacy IT systems supporting clinical pharmacy and medicines management.
* To be responsible for monitoring and ensuring appropriate quality of the pharmacy services provided, with reference to legal and professional frameworks and compliance with legislation.
* To participate in the teaching and training (including in-service training) of pharmacy and other persons as required.

**Management Diversity**

* Supervisory role over other pharmacists allocated.
* Managerial responsibility for coordinating and developing clinical services and planning for the future.
* Liaison with medical, nursing and pharmacy staff.

**PARTICULARS OF OFFICE:**

1. The office is wholetime, permanent and subject to three month’s notice, in writing, in the event of the post holder resigning.
2. The person appointed shall hold office for a probationary period of nine months which the Hospital Board may at its discretion extend and the person appointed shall cease to hold office at the end of his / her probationary period unless during such time the Chief Executive has certified that the service of such person is satisfactory.

**Salary:** The current salary scale as per Department of Health and Children is between €70,810 - €88,681

**Superannuation Contributions**

Provision is made for pensions, and where applicable is in accordance with either t the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

**Scheduled Hours of Duty:**

37 hours per week on a Monday to Friday basis. The nature of the appointment may involve / require attendance at the hospital outside of scheduled hours.

**Confidentiality**

In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and / or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instruction 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 a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**Annual Leave:** Will be in accordance with the entitlement specified for the post by the Department of Health and Children, 30 days per annum.

**Sick Leave:** Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Minister of Health. Absences must be notified to the Chief Executive Officer as early as possible on the first day of absences. A medical certificate must be submitted if sickness continues for more than two days.

**GENERAL CONDITIONS:**

1. The Hospital Authorities will not be responsible for any expenses a candidate may incur in attending for interviews.
2. Each candidate must submit as references the names and addresses of two / three responsible persons to whom he / she is well known but not related. One must be current employer.
3. The Hospital Authorities reserve the right to refer to present and former employers, or any other source for reference purposes without further notification to the applicant. An applicant having any reservations on this matter should so state at time of application.
4. A candidate selected for appointment will be required to undergo such medical examination (which may include X-ray and / or special tests) as the Board may consider necessary.
5. Agencies where FOI legislation applies are subject to the terms / conditions of the FOI legislation.
6. The Hospital Authorities are not responsible for loss or theft of personal belongings.
7. Canvassing directly or indirectly, by or on behalf of a candidate, will automatically disqualify such a candidate.

**I have read and understood the above Conditions of Employment**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_