

Pharmaceutical Technician Permanent Basic Grade (Rotational) Job Description

February 2020

St. Vincent's Private Hospital

About us

St Vincent's Private Hospital is the single, biggest acute private hospital in Dublin. We offer the highest number of consultants and the widest range of specialist care in Ireland's only integrated multi-hospital campus. Situated on the same grounds as St Vincent's University Hospital, we share resources, expertise and medical facilities with one of the country's leading academic teaching hospital. This means that we have the capacity to deal with a high volume of patients with a variety of different and often complex medical and surgical requirements.

We are a registered not for profit charity who continues to set new standards and benchmarks for private medical care in Ireland.

Our patients can access a comprehensive range of specialist services including Breast Surgery, Cardiology, Dermatology, Endocrinology, ENT Surgery, Gastroenterology, General Surgery, Microbiology, Radiology, Radiotherapy, Hepatobiliary Surgery, Renal Metabolic Medicine, Medicine for the Elderly, Neurology, Oncology, Ophthalmology, Orthopaedic Surgery, Pain Management, Urology, Gynaecology, Haematology, Histopathology, Palliative Medicine, Plastic Surgery, Respiratory Medicine, Rheumatology, Thoracic Surgery and Vascular Surgery.

The hospital has 236 inpatient beds, 31 general and 23 oncology day care beds, 12 consulting suites, operating theatres for major and minor surgery, endoscopy, radiotherapy, cardiology and diagnostic imaging facilities which includes General Radiography, CT Scanning, Interventional Radiology, Mammography, Ultrasound and Magnetic Resonance Imaging (MRI).

St. Vincent's Private Hospital is part of St. Vincent's Healthcare Group which also includes St. Vincent's University Hospital, Elm Park, Dublin 4 and St. Michael's Hospital, Dun Laoghaire, Co. Dublin.

Our Values

At St. Vincent's Private Hospital, we will strive to maintain excellence in clinical and multi-disciplinary care. We will treat each of our patients individually with dignity and respect recognising, at all times, the right of everyone to access the care and treatment they need to achieve the best possible healthcare outcomes – regardless of race, ethnicity, religion or gender.

We will remain true to our values of human dignity, compassion, justice, quality and advocacy.

Part I: Person Specification

Part II: General Accountability

Outline of Duties and Responsibilities

Part III: Particulars of Office

Part IV: General Information

PART 1:**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
(1) Qualifications	(i) The Pharmaceutical Technician's Diploma or Higher Certificate Level 6 NFQ or equivalent.	(i)
(2) Experience	(i) Previous Hospital pharmaceutical technician experience.	(i) Aseptic Compounding experience desirable.
(3) Organisational Knowledge	(i)	(i)
(4) Professional Knowledge	(i) Possess the requisite knowledge and ability for the proper discharge of the duties of the post.	(i)
(5) Core Competencies	(i) Excellent administrative and organisation skills with strong attention to detail. (ii) The ability to work under pressure and to strict deadlines. (iii) Have excellent interpersonal skills and the ability to communicate effectively with management, staff, patients, public and outside agencies.	(i)
(6) Special Aptitudes	(i)	(i)
(7) Circumstances	(i)	(i)

NB. Where training needs are identified support will be provided

BASIC GRADE PHARMACEUTICAL TECHNICIAN – COMPETENCIES

(1) Communication Skills	(i) Have excellent communication and interpersonal skills with the ability to interact and network with all levels and stakeholders in the organisation.
(2) Results Orientation	(i) Have initiative, diplomacy and analytical skills necessary for anticipating changes that are required and persisting until those changes are implemented.
(3) Organisational Skills	(i) Have excellent organisational, administrative, resource and time management skills; the ability to multi task, combined with the ability to prioritise and delegate.
(4) Initiative	(i) Have the ability to work independently on his/her own initiative and as a member of a team.
(5) Problem Solving Skills	(i) Have good decision making and problem solving skills.
(6) Adaptability and Flexibility	(ii) Be flexible and have an on-going positive acceptance of and adaptability to changes in the services.
(7) Teamwork Skills	(iii) Have the ability to build effective working relationships with others, co-operate with colleagues to achieve goals and is sensitive to their needs.
(8) Patient Focus / Service Skills	(iv) Promotes patient safety.

PART II: ACCOUNTABILITY, DUTIES & RESPONSIBILITIES

Reports to: Pharmacy Services Manager and Chief II Pharmacists (Clinical/Dispensary and Cancer Services)

The rate and pace of change in the health services is such that that adaptability is essential in this position. SVPH is currently undergoing major developments and the post holder will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing environment.

Overall Responsibility

The post-holder will carry out their duties in the Pharmacy Department under the supervision of the Pharmacy Services Manager, Chief II Pharmacists, Senior Pharmacists and Senior Pharmaceutical Technicians. The post-holder will rotate between the Aseptic Compounding Unit and the Dispensary as required by the needs of the Pharmacy Department.

Job Purpose

The **Basic Grade Pharmaceutical Technician** is a pharmacy role within the organisation reporting to the Chief II Pharmacists (Clinical/Dispensary and Cancer Services) and Pharmacy Services Manager.

A. KEY RESPONSIBILITIES

- Participate in dispensing individual prescriptions for patients, public and staff.
- Maintenance of medications and pharmacy stock control.
- Dispensing and maintenance of MDA controlled drugs.

- Participate in compounding extemporaneous products.
- Assemble requisitions for departments.
- Assemble prescriptions for patients.
- Assemble out-patient prescriptions.
- Prepare cardiac resuscitation boxes/trays.
- Extemporaneous dispensing.
- Pre-pack bulk preparations.
- Give, check and put away orders as required.
- Verify and decommission medicines in accordance with Falsified Medicines Directive, as required.
- Maintain standards of clinical hygiene within the Pharmacy and within the Aseptic Unit.
- Maintain medicine shelves and cupboards.
- Filing of prescriptions and other filing when necessary.
- Liaise between nursing staff and pharmacy regarding patient medication.
- Assist in the preparation of Pharmacy Protocols and SOPs.
- Operating of computer.
- To advise the Pharmacist on duty of malfunctioning or unsafe equipment in the pharmacy.
- To ensure that work is carried out in a safe manner in accordance with the provisions of the Health and Safety policy.
- To be involved in checking processes in accordance with departmental protocols and procedures.
- To assist in the training of new technician staff in accordance with departmental procedures.
- To be responsible for stock control and check expiry dates on medicines in the Dispensary, Aseptic Unit, and all areas of the hospital.
- To liaise with management and staff in matters of departmental procedures.

- To make recommendations to the Chief/Senior Pharmacists as to how methods and procedures can be improved.
- To observe and report to the Chief/Senior Pharmacist any unusual situations, occurrences, conditions or complaints including those related to drugs, drug requests, drug usage or security within the Pharmacy or Hospital.
- To ensure that work is carried out in a safe manner in accordance with the provisions of the Health, Safety and Welfare at Work Act.
- To attend continuing education courses as deemed advisable/necessary by the Chief/Senior Pharmacist.
- To perform aseptic compounding of admixtures including cytotoxic drugs.
- To carry out administrative duties relevant to the Aseptic Unit, such as:
 - completion of microbiology reports,
 - maintaining Aseptic Unit statistics,
 - organisation and filing of oncology prescriptions and associated paperwork,
 - billing of patients.
- Assist in the day to day duties in the procurement processes as required.
- Assist in the dissemination of information within the organization.
- Assist with the preparation and development of reports.
- Assist with the maintenance of documentation relating to equipment.
- Answering phone calls and dealing with queries.
- Data entry for pharmacy databases.
- Updating of clinical area stock sheets.
- Updating of stock locations.
- Management of pharmacy totes.
- Assist with the maintenance of Stock Control System
- Assist in the day to day duties in the procurement process

- Assist in month end duties
- Assist in year-end duties
- Assist in annual stock take
- Assist in the preparation of pharmacy accounts
- Assist in the dissemination of information within the organization.
- Assist with the preparation and development of Reports
- Assist with the maintenance of documentation relating to equipment
- Answering phone calls and dealing with queries.
- Assistance with receipt and putting away of orders
- Data entry for Pharmacy databases
- Assist in the dissemination of information within the organization.
- Staff training records
- Staff attendance records
- Assist with reconciliation of documentation relating to procurement (reporting of shorts, damaged stock, incorrect pricing)
- Assist with the updating of Clinical Area Stock Sheets.
- Assist with the updating of stock locations.
- Assist with the updating of Shortages and Supply Report.
- Assist with the ordering of routine stationary supplies from Stores using Opera system.
- Assist with the management of High Tech Drug Procurement and Dispensing.
- Assist with the management of TPN Procurement and patient billing
- Assist with archiving and document management

- Assist with the management of pharmacy totes.
- To perform such other duties appropriate to the post as may be assigned from time to time.

PART III: PARTICULARS OF OFFICE

The appointment is **Permanent**

1. Duties:

The **Basic Grade Pharmaceutical Technician** will perform the duties of the post as outlined in Part II of this Job Description, and assume any other responsibilities that are applicable to the full discharge of the post.

2. Hours of work:

Normal working hours are **37 hours**. Your contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day's services in accordance with the term of the Framework Agreement.

3. Remuneration:

Remuneration is in accordance with the salary scale approved by the Department of Health & Children.

4. Probation:

The successful candidate will be appointed initially for a probationary period of **6 months** during which their suitability to the post will be monitored. 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**.

5. Pension:

The successful candidate will be eligible to join the hospital Defined Contribution pension scheme once 6 month probationary period is complete and certified as satisfactory. Membership of the Private Hospital's Pension Scheme, which includes Disability Scheme, is compulsory once you become eligible to join under the terms of the scheme. The Pension Scheme is a Defined Contribution Pension Scheme; the deduction from your salary will be 5% of Basic Salary, which will be deducted on the occasion of each salary payment.

6. Annual Leave:

The annual leave entitlement will be in accordance with the Hospital Annual Leave Policy.

7. Sick Leave:

Payment of salary during illness will be in accordance with the Hospital Sick Leave Policy.

8. Termination of Office:

The employment may be terminated at any time by three months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Hospital Management hopes it will not be necessary to exercise their right under this paragraph. However, in circumstances where Management conclude that the post holder has failed to perform their duties to a standard consistent with their responsibilities, or where their conduct in relation to the post or otherwise would render them unfit to hold the post, the Management right will be exercised.

9. Confidentiality:

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health services 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 such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

10. Where there is a conflict between the Job description (Particulars of Office) and the contract of employment, the contract of employment will take precedence.

PART IV: GENERAL INFORMATION

References: The names and addresses of **2 referees** must be submitted with your application.

Interview Panel: The interview panel will consist of: **TBC**

Short listing: It is proposed to hold the short listing from **TBC**

Interview: The proposed interview date is: **TBC**
The venue for the interview will be at the Hospital.

Informal enquiries can be made to **Mr. Nuno Silva**, Chief I Pharmacist, 01 263 8072

Application closing date: 5pm on Wednesday, 19th February 2020

Employee Benefits

VHI and Irish Life Scheme	Sick Leave scheme	Cycle to work scheme	HSE rates of pay {incremental salary scale} and HSE annual leave allowances
Pension scheme	Health Service Credit Union	Disability Scheme	Discounted staff rates for hospital procedures
Subsidised restaurant	Discount Pharmacy rates	Flexibility – promote good work/life balance	Full occupational health services available to support staff health and welfare
Change room facility with staff lockers and showers	Support for Training & Development including regular internal training courses across a wide spectrum of role areas	Excellent access to public transport including Dart (Sydney Parade Station nearby) and bus routes	AXA scheme available for motor and home insurance (salary deduction)
Tax saver Bus & Rail tickets	SVPH Group Scheme Discounts	Permanent health insurance – we offer income protection insurance to all eligible staff	Car parking options available at very reasonable rates
Staff Fitness Centre			

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.

I have read and understood my duties as outlined above and agree to carry out my role accordingly.

Signed: _____

Date: _____

Staff Member's Name

Please return this signed copy to the HR Department. Thank you.

Remember the International Patient Safety Goals (IPSG)

Goal 1: Identify Patients Correctly

Goal 2: Improve Effective Communication

Goal 3: Improve the Safety of High-Alert Medications

Goal 4: Ensure Safe Surgery

Goal 5: Reduce the Risk of Health Care-Associated Infections

Goal 6: Reduce the Risk of Patient Harm resulting from Falls