

Staff Grade Pharmacist

Children's Health Ireland Job Specification and Terms & Conditions

Job Title & Grade	Staff Grade Pharmacist
Campaign Reference	144556
Closing Date	Thursday, 28 th May 2020 by 23:59
Duration of Posts	Permanent, fixed term and specified purpose contract
Location of Posts	<p>Children's Health Ireland (CHI) comprises of the three children's hospitals at CHI at Crumlin, Dublin 12, CHI at Temple Street, Dublin 1 and CHI at Tallaght, Dublin 24 and the Paediatric Outpatients (OPD) and Urgent Care Centre (UCC), CHI at Connolly Hospital, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020.</p> <p>CHI's Programme Office, CHI Herberton is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital.</p> <p>Initially the posts holders will be based at CHI at Crumlin and CHI at Temple Street. However, posts may transfer between all CHI sites as required.</p>
Context/ Background	<p>Children's Health Ireland (CHI) operates as a single service across the existing Dublin children's hospitals, Crumlin, Temple Street and Tallaght. Also, the paediatric outpatients and urgent care centres, Connolly which opened in July 2019 and Tallaght which is due to open in 2020. CHI governs and operates local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis.</p> <ul style="list-style-type: none"> • 25% of our population are children under 18 years of age. The majority are healthy, however 1/4 of these are three-year olds who are obese, 16% of our children have a chronic disease, such as, diabetes, allergies and asthma. 2% are acutely ill or have complex care needs • CHI currently has a staff of 3,600 delivering care annually to 334,500 children, young people and their families through 39 clinical specialities and 442 in-patient

	<p>& day care beds</p> <ul style="list-style-type: none"> • 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000 <p>Ireland will have a world class new children's hospital that is purpose built to deliver the best care and treatments that are available for future generations to come</p> <p>The new children's hospital, which will open in 2023 will bring together the three children's hospitals into a world class building on a campus shared with St James's Hospital. This will be a leading campus in healthcare and research in Ireland, a leading adult teaching hospital, a children's hospital and in time, a new maternity hospital, when the Coombe Women and Infants University Hospital is relocated on the campus.</p> <p>CHI is leading on the clinical and operational transformation on how children's healthcare will be delivered in the future to deliver better, safer and more sustainable healthcare in the future. The new hospital is planned as the first 'Digital Hospital' in the system with the implementation of an Electronic Healthcare Record, as well as, other evidence based standards, such as, 100% single rooms.</p> <p>Children's Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children, young people and their families, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.</p> <p><i>For further information about CHI, check out the 'About Us' section of our recruitment website WWW.CHI.jobs.</i></p>
Reporting Arrangements	<p>This post will report to the CHI Head of Pharmacy Services, his/her deputy and/or designated senior pharmacy staff.</p>
Key Working Relationships	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> • CHI Head of Pharmacy Services and deputy • Chief Pharmacist CHI at Temple Street and deputy • Senior pharmacist and technician staff • Medication Safety Officer • Medical, Nursing and ward staff

	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Roles	The post holder will promote best practice of pharmacy at hospital ward level to ensure rational, safe and cost effective prescribing, dispensing and administration of medicines.
Principal Duties and Responsibilities	<p>Professional Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To advise the relevant pharmacy, medical and nursing staff on best practice in relation to prescribing so as to promote the safe, effective and cost efficient use of medications. • Participate in multidisciplinary working groups/ committees as required. • The supervision and supply of drugs, pharmaceuticals and other related items as may be required. • To perform dispensary duties as 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. • The maintenance of records for purchasing, quality control, compounding and dispensing to the standards required. • Participate in the provision, development and expansion of ward clinical pharmacy services. • 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. • To co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment. • To ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided. This will involve providing help and advice to patients and staff on all aspects of therapy and collaborating with community pharmacists to ensure continuity of supply of medication where necessary. • 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. • To participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required and is appropriate to the post. • 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 Pharmacist as may be assigned to him / her from time to time by the CHI Head of Pharmacy Services or designated Chief Pharmacist. • This Job Description is a guide to the general range of duties and is not intended to be either restrictive or definitive and will be subject to periodic review with the

	<p>employee concerned.</p> <p><i>The above 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.</i></p>
<p>Eligibility criteria, qualifications and experience</p>	<p>Candidates must, on the latest date for receiving completed application forms for the post, possess,</p> <p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> • Be registered in the Register of Pharmaceutical Society of Ireland, or be entitled to be so registered. • Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office. • Understanding of the role of Clinical Pharmacist. • Planning and organisation skills. • Demonstrative initiative to work alone. • Demonstrate leadership and decision making ability. • Ability to work as part of team in a multidisciplinary setting. • Capacity to integrate role with various medical and surgical specialties. • Effective communication skills through presentations, report writing and so on. • Demonstrate patient centred focus. <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Basic therapeutic knowledge of medications used in hospital. • Experience of purchasing/procurement of medicines and ancillary substances within a hospital pharmacy service.
<p>Internal Applications</p>	<p>Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade.</p>
<p>Knowledge, Skills & Competencies</p>	<p>Leadership & Direction</p> <ul style="list-style-type: none"> • Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment. • Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. • Understands the challenges of leading complex systems change.

- Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.

Working With & Through Others - Influencing to Achieve

- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
- Has excellent influencing and negotiation skills.

Managing & Delivering Results

- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

Critical Analysis & Decision Making

- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

Building Relationships / Communication

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has strong results focus and ability to achieve results through collaborative working.

Personal Commitment and Motivation

	<ul style="list-style-type: none"> • Is personally committed and motivated for this complex role. • Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role. • Demonstrates a commitment to further education in health services management.
Quality, Risk & Safety Responsibilities	<p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. • Participate and cooperate with Children's Health Ireland Quality and Risk and Safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> ➤ National Standards for Safer Better Healthcare ➤ National Standards for the Prevention and Control of Healthcare Associated Infections ➤ HSE Standards and Recommended Practices for Healthcare Records Management ➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD) ➤ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme. <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department</i></p>
Health & Safety	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>
Specific Responsibility for Best Practice in Hygiene	<p>Hygiene in healthcare is defined as <i>"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."</i></p>

	<ul style="list-style-type: none"> • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to attend hand hygiene and sharps awareness workshops yearly.
Competition Specific Selection Process How to Apply & Informal Enquiries	<p>Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.</p> <p>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a cover letter.</p> <p>The closing date for submissions of CV's and letter of application is Thursday, 28th May 2020, by 23:59. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'.</p> <p>Applications must be made online through www.CHI.jobs and will not be accepted through direct email or any other method.</p> <p>For informal enquiries, please contact:</p> <p>Mr. Michael Fitzpatrick, Head of Pharmacy Services at CHI, Phone: 01 4096820</p>
Panel/s	<p>A panel will be created from which permanent, fixed term and specified purpose vacancies of a full time duration will be filled across the Children's Health Ireland locations. The tenure of these panels will be indicated at offer stage.</p>
<p>Information on "Non-European Economic Area Applicants" is available from https://dbej.gov.ie/en/</p>	
<p>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</p> <p>Children's Health Ireland is an equal opportunities employer.</p>	

Terms and Conditions of Employment Staff Grade Pharmacist	
Duration of posts	A panel of successful candidates will be created as of result of the interview. Permanent, fixed term and specified purpose vacancies of a full time duration will be filled from the panel as required.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st September 2019: [Pharmacist, Code: 3247]. Rising in increments annually from point 1: €34,077 to €65,742 incl. LSI).
Annual Leave	Annual Leave entitlement is 27 days per annum
Working Week	<p>The hours allocated to these posts are 37 hours as a standard working week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</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>
Probation	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served:</p> <ul style="list-style-type: none"> • On commencement of employment • Fixed term to permanent contract • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	<p>Employees of Children's Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act</p>

	2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Place of work/location	Initially the posts holders will be based at CHI at Crumlin and CHI at Temple Street. However, posts may transfer between all CHI sites as required.
Age	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.
Maternity Leave	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Payment of sick leave	Children's Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children's Health Ireland 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.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.



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/>