



Pharmacist, Staff Grade
Job Specification & Terms and Conditions

Job Title and Grade	Pharmacist, Staff Grade (Grade Code: 3247)
Campaign Reference	
Closing Date	
Proposed Interview Date (s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	South / Southwest Hospital Group There is currently one permanent whole-time vacancy available in Pharmacy Department Cork University Hospital (CUH). A panel may be formed as a result of this campaign for Cork University Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Name: Deirdre Lynch Tel: 021 4922145 Email: deirdrem.lynch@hse.ie ,
Details of Service	<p>The pharmacy department purchases and dispenses medicine for CUH and Cork University Maternity Hospital (CUMH). It aims to ensure safe, effective and economical use of medicines, and support education, training and practices-based research. The department consists of pharmacists, pharmaceutical technicians, clerical staff and porters.</p> <p>The Pharmacy Department provides a clinical pharmacy and technician support service to the wards of CUH and CUMH. Clinical pharmacists monitor prescriptions and provide advice & medicine information to medical, nursing colleagues and patients. The clinical service is supported by the medication safety and antimicrobial stewardship services, and is operationally responsible for delivering and monitoring these services at ward level.</p> <p>Oncology Pharmacists and Pharmaceutical Technicians manufacture or order cytotoxic drugs for patients of the Cancer Service in CUH. They also provide a clinical pharmacy service to the inpatient and out-patient day units.</p> <p>Other aspect of the pharmacy service include drug protocol development and dispensing to outpatients of the Psychiatry services, Infectious diseases and Hepatology services, formulary management, and provision of budgetary information to the Finance Department and CUH management.</p>
Reporting Relationship	The post holder will report to the Chief Pharmacist and to a designated Chief 2 Pharmacist in their assigned area of work.
Purpose of the Post	The overall aim of the post is to assist in the medication management process in the hospital and to ensure as far as is practical, the safe, effective and economic use of medicines in Cork University Hospital
Principal Duties and Responsibilities	<i>The Pharmacist, Staff Grade will:</i> <ul style="list-style-type: none"> Supply and supervise the supply of drugs, pharmaceuticals and other related items as may be required. Perform duties in the dispensary to ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality at

	<p>pharmacy, ward and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability.</p> <ul style="list-style-type: none"> • Participate in the provision and expansion of ward clinical pharmacy services, antimicrobial stewardship and top-up services. • If assigned to the Aseptic Compounding Unit/Cancer services: be responsible for the release of in-house aseptically prepared products or commercially compounded products ordered on a patient specific basis, following the relevant production, ordering and checking procedures. • Maintain records for purchasing, quality control, compounding and dispensing to the standards required. • Provide advice, as required, to medical and nursing staff on the safe and economic use of drugs and medicines and the development of medicine use protocols and guidelines. • Co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment. • Participate in the development, implementation and audit of guidelines, with regard to use of drugs. • Ensure the needs of the patients and professional staff are adequately met by the pharmacy service within resources 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 the development of medication safety processes within the hospital. • Meet the legal requirements associated with the storage, dispensing and record-keeping of controlled drugs • Participate in the rota for the provision of the weekend pharmacy service. • Participate in continuing education and in such activities consistent with the post. • Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required. • To co-operate with and assist the Senior Pharmacist in the performance of his/her duties and responsibilities as required. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must by the latest date of application:</p> <p>1. <u>Professional Qualifications, Experience, etc.</u></p> <p>a)</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) 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>Health</p> <p>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>Character Each candidate for and any person holding the office must be of good character.</p> <p><i>Please note that 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.</i></p>
Post Specific Requirements	Demonstrate depth and breadth of experience as relevant to the role.
Other requirements specific to the post	Have access to appropriate transport to fulfil the requirements of the role.
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 and ability to empathise with and treat patients, relatives and colleagues with dignity and respect. • 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 the ability manage and develop self and others in a busy working environment including the ability to prioritise caseloads according to need. • 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, pharmacy dispensing systems • Demonstrate awareness of the security considerations/confidentiality involved in working in a hospital pharmacy. • Demonstrate the ability to work in a changing environment. • 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 planning and organisational skills. • Demonstrate leadership and decision-making ability. • Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. • Demonstrate the ability of organise and co-ordinate staff assigned to work under your supervision • Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery. • Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team. • Demonstrates commitment to providing a quality service
Campaign Specific Selection Process	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

Ranking/Shortlisting / Interview	<p>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, Staff Grade Terms and Conditions of Employment

Tenure	<p>The current vacancy available is permanent and part-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 is as per the Basic Grade Pharmacist Salary Scale (last updated 1/3/2023)</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 post registration relevant Pharmacist experience.</p>
Working Week	<p>The standard working week is currently 35 hours per week (Monday to Friday).</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 is 27 days.</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	<p>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.</p>

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