

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

Basic Grade Pharmacist

Temporary Full-time – 35hours per week

Contract Duration: until end June 2023

This document sets out the manner in which applications are accepted for the above post in addition to setting out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

Please email an up-to-date Curriculum Vitae and Cover Letter for the attention of the Human Resources Manager to the following email address:

recruitment.selection@sivuh.ie

The latest date for receipt of applications is:

1.00pm, Friday, 8th July 2022

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do post interviews.

A panel may be formed.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 40,000 discharges and 69,000 outpatients each year.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital. We are part of the South/South West Hospital Group.

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedures Room.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SIVUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on

www.sivuh.ie

Details of the Post

Title / Grade:

The title and grade of the post is Basic Grade Pharmacist.

Grade Code:

3247

Responsible to:

The post holder will be responsible to the Chief Pharmacist.

Report to:

The post holder will report to the Chief Pharmacist or in the absence of the Chief Pharmacist, his/her deputy or other designated Senior Pharmacist as required.

Working Relationships:

Liaise with all Medical, Nursing, Health & Social Care Professionals, Heads of Departments, Clerical/Administrative staff, members of the public and external agencies and other Hospitals / services as required.

Qualifications:

A candidate must, on the latest date for receiving completed applications for the post:

1. Be a registered pharmacist with the Pharmaceutical Society of Ireland (PSI), or be entitled to be so registered.
2. Possess excellent interpersonal and communication skills.
3. Possess a high standard of administrative, organisation and management skills.
4. Possess the requisite knowledge and ability for the proper discharge of the duties of the post.

Desirable:

1. Previous hospital pharmacy experience.
2. Previous experience of working in oncology and aseptic compounding.

Note:

If being processed for appointment, **original documentation** will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the office must be of good character.

Health:

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre placement health assessment. This assessment will be provided by the Hospital.

Purpose of the post

To participate as a member of the Pharmacy team in the provision of dispensary-based pharmacy services, clinical pharmacy services and aseptic compounding services.

Main Duties & Responsibilities

- Participate as a member of the Pharmacy team in the provision of dispensary-based pharmacy services.
- Participate as a member of the Pharmacy team in the provision of ward-based clinical pharmacy services and contribute to the further development and expansion of the inpatient clinical services.
- Participate as a member of the Pharmacy team in the provision of the Oncology and Aseptic Compounding services, for which full training will be provided if required.
- Participate as a member of the Pharmacy team in the provision of a clinical pharmacy service to the Pre Admissions Assessment Unit.
- Participate as a member of the pharmacy team in the provision of a clinical pharmacy service to the Warfarin Clinic.
- To demonstrate flexibility and adaptability to change required in relation to strategic developments at local, regional and national level.
- The supply of drugs, pharmaceuticals and other related items as may be required. The purchase, storage and supply of all items along the most economical lines without compromising on quality.
- The maintenance of records for purchasing, quality control, compounding and dispensing to the standards required.
- Participation in the annual stock take.
- 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.
- The supervision and management of student pharmacists, student technicians and other staff as assigned.
- The participation in personal continuing education activities to ensure continual professional development.
- Attend mandatory and other relevant training.
- Participation in protocol and guideline development, quality initiatives, audit and service development.
- The provision of lectures/in-services in the hospital for nursing, pharmacy and clinical staff and students and to participate in the development and expansion of drug information service and a continuing education programme.
- To attend and participate in meetings and events as may be required from time to time.
- To assist the Chief Pharmacist and/or Senior Pharmacist in the performance of his/her duties and responsibilities, as required.
- Provide information, instruction, training and supervision of staff members under your remit, if applicable, in the context of management of Health & Safety such as PPE usage, chemical safety etc.
- Work co-operatively within a group and across Departments and services to achieve goals
- Foster a collegiate environment.
- Have the ability to understand and be tolerant of differing needs and viewpoints.
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate as may be relevant to their area of responsibility.
- Ensure strict patient confidentiality.
- Co-operate with the maintenance and future development of information technology within the South Infirmary-Victoria University Hospital.

- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes Infection Control guidelines, Waste Management, and Environmental Management etc.
- Participate in internal and external audit and review as required or as deemed appropriate.
- To work in a manner with due care and attention to safety and self patients, staff and other persons in the workplace with reference to the Safety, Health & Welfare at Work Act, 2005.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- Such other duties as may be assigned from time to time by the Chief Pharmacist, Chief Executive or other designated officer.

Particulars of the Post

1. Remuneration

Salary Scale: €35,259 - €67,727 per annum.

Salary payment frequency will be monthly.

Incremental credit may be granted in respect of recognised experience.

Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form to the Wages & Salaries Department, SI-VUH within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible.

2. The post is temporary, whole-time and pensionable.

3. Annual Leave

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 27 days per annum.

4. Working Hours

35 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. Superannuation

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. Performance Monitoring

Performance and conduct of the person appointed to this role will be monitored on an on-going basis to determine their suitability for continued employment in this role. Substantive post-holders, appointed to a temporary position, are also subject to performance

management and any issues that may arise will be dealt with under the Hospital's disciplinary procedure. Termination of this appointment within or at the end of the contract for the role will be at the discretion of the South Infirmary-Victoria University Hospital.

7. **Notice**

When resigning, the post holder is required to give one month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**

VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.

9. **Confidentiality**

In the course of his/her 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 instructions 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 / destroyed in accordance with policy, when no longer required.

10. **Safety, Health & Welfare at Work**

The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**

Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s).

Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.
This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.

JD - Temporary Basic Grade Pharmacist – June 2022