**Job Specification and Terms & Conditions**

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| **Job Title & Grade** | **Senior Clinical Pharmacist** |
| **Campaign Reference** |  |
| **Closing Date** | 11th November 2020 |
| **Proposed Interview Date** | 22nd December 2020 |
| **Taking Up Appointment** | Immediately |
| **Informal enquires** | Debbie Murray, Chief Pharmacist. DMurray@Peamount.ie |
| **Location of Post** | Peamount Healthcare, Newcastle, Co. Dublin |
| **Details of Service** | Peamount Healthcare is an independent voluntary organisation that provides a range of high-quality health and social care services. We help people return home after a serious illness, we provide safe and homely residential care for those who need it, and we support people to live as independently as possible in the community.  Peamount Healthcare is committed to the following values:   * **Person centred** – seeing each person as unique, giving them a voice and focusing on ability. * **Respect** – creating a supportive environment where everyone is given courteous and respectful care and support. * **Excellence** – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement. * **Team working** – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements. * **Quality improvement** – supporting teams to embed continuous improvement methodology as part of everything we do. * **Education & Research** – partnering with academia to support education, learning, research and evidence based care. |
| **Reporting Relationship** | Chief Pharmacist |
| **Purpose of Post** | Neuro Rehabilitation Clinical Pharmacist |
| **Eligibility Criteria Qualifications & Experience** | **Essential Criteria**   1. Be registered in the Register of Pharmaceutical Chemists for Ireland, or be entitled to be so registered. 2. Have not less than three years’ satisfactory post registration hospital experience. 3. Have an understanding of the HIQA Medication Safety Monitoring Programme in relation to rehabilitation healthcare settings. 4. Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office. 5. A flexible approach to carrying out the duties of the post.   **Desirable Criteria but not essential:**   * Experience working in the specialty of Neuro Rehabilitation   A higher qualification in clinical or hospital pharmacy (Diploma or Masters) |
| **Principal Duties & Responsibilities** | General Accountability     * Maintain awareness of the Mission and Values of the Hospital in all dealings with Patients, families / carers, colleagues and others. * Adhere to hospital policies, procedures and professional codes of practice. * Participate in service review and development within the Hospital Strategy. * Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice. * Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements. * Keeping up to date with all relevant mandatory training. * Ensure that accurate attention is paid to detail and consistent adherence to policies and procedures.   Specific Accountability   * Development and provision of a quality pharmacy clinical service within Peamount Healthcare. * Maintain own professional development * Have knowledge of current theories and practice currently within the field of Pharmacy.   Clinical   * To provide a clinical pharmacy service to the Neuro Rehab Service within Peamount Healthcare. * Participate in the medicines reconciliation process. * Review medications where possible and advise clinicians on optimal use of medicines. * Provide evidence-based medicines information with respect to patients’ medications. * To provide evaluated, impartial and up to date information with respect to patient’s medications. * Provide timely pharmaceutical advice to all healthcare professionals. * To counsel patients on their medications * To develop and implement clinical procedures and SOP’s for the benefit of improved patient care. * Actively promote and participate in continuing education and training programs. * To provide education on pharmaceutical matters to other Healthcare workers. * The Senior Pharmacist will be accountable for ensuring the efficient day to day administration of the Senior Pharmacist function.     Dispensary     * Procure, dispense and supply drugs, pharmaceuticals and other related items required in the care of patients in the hospital and ensure that their pharmaceutical care needs of patients are met. * Ensure safe, effective and economic use of drugs within legal requirements. * Ensure compliance with medicine legislation and policies relating to pharmaceuticals. * To provide advice and assistance to technical staff regarding purchasing, distribution and dispensing. * Supervise and support staff accountable to you * Be Innovative and forward thinking in the provision of pharmaceutical services to patients in the new hospital. * To develop and implement dispensary procedures and SOP’S.   Quality improvement     * Participate in quality improvement projects * Assist in development of audit and risk management strategies. * Attend meetings as required by Chief Pharmacist and communicate information to other members of staff or departments * Identify and plan training and professional development for the pharmacy team * Be forward-looking and innovative in departmental matters. * Carry out other duties appropriate to the post assigned by the Chief Pharmacist. |
| **Campaign Specific Selection Post** | A ranking and or short listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process  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 depending on the service needs of the organisation. |
| **Code of Practice** | Peamount 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 principles 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 Code of Practice.  Codes of practice are published by the CPSA and are available on [www.hse/ie/eng/staff/jobs](http://www.hse/ie/eng/staff/jobs) |
| **Annual registration** | Pharmaceutical Society of Ireland |
| **The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.**  **The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.** | |

**Terms & Conditions of Employment**

**Peamount Healthcare, Newcastle, Co. Dublin.**

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| **Tenure** | The current vacancy available is a Specified Purpose post on a part-time basis.  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.  Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | Remuneration is in accordance with the salary scale approved by the Department of Health: Senior Pharmacist  Current salary scale with effect from 1 October 2020: €<Value> (point 1) to €<Value> (point <Max Point>). |
| **Working Week** | The hours allocated to this post are 18.5 hours per week with 7.4 hours as a standard working day. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.  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 |
| **Annual Leave** | As per Health Service Executive (HSE) |
| **Probation** | 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 12 months’ probation will be served:   * 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** | Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.  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 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. |
| **Maternity** | Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001. |
| **Sick Leave** | Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first 12 months of employment with the hospital. |
| **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 Peamount Healthcare 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** | Peamount Healthcare will seek up to two 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** | Peamount Healthcare 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. |
| **Character** | Candidates for and any person holding the office must be of good character. |
| **Health & Safety** | 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. |
| **Quality, Risk &**  **Safety Responsibilities** | *It is the responsibility of all staff to:*   * Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety. * Participate and cooperate with external agencies on 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: * 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 * 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.   *It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department* |
| **Specific Responsibility for Best Practice in Hygiene** | Hygiene in healthcare is defined as *“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.”*   * 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 complete hand hygiene training every 2-years and sharps awareness workshops yearly. |