

Job Description and Person Specification

Senior Pharmacist (Dispensary Services)

Permanent Vacancy

Reference: HR23E628

Closing Date for Applications: Tuesday, 31st October 2023

Virtual Interview Date: Wednesday, 15th November 2023

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Overview:

To assist with the development and delivery of Dispensary services within a safe and effective clinical and operational framework. To contribute to the strategic and operational planning of pharmacy services and assist in the implementation of local and national medicines management initiatives.

Job title / Grade: Senior Pharmacist

Reports to: Chief II Pharmacist, Dispensary Services Manager

Key Duties and Responsibilities**Work systems**

- To assist with the development and delivery of Dispensary services within a safe and effective clinical and operational framework.
- To ensure that the needs of patients and professional staff are being adequately met by the Dispensary Service.
- To assist with dispensary staff induction, orientation and training procedures.
- To advise regarding the safe, cost effective and efficient procurement, storage and distribution of medicines and related items as may be required
- To identify drugs shortages and discontinuations and to liaise with hospital staff, suppliers and other stakeholders regarding corrective actions required for the safe use of drugs and medicines in the hospital in collaboration with Pharmacy Procurement and SVUH Medicines Information service.
- Promote awareness and support/accelerate the implementation of national policies and initiatives relating to medicines in acute hospitals
- Undertake collaborative horizon-scanning and monitoring of medicines usage to identify future opportunities for medicines use
- Coordinate and support medicines optimisation initiatives which promote safe, effective and efficient prescribing within the hospital
- Participate in legally compliant tendering processes for medicinal and related products and services in conjunction with the Dispensary Services Manager, Head of Pharmacy Services and the hospital procurement department.
- Provide the Acute Hospitals Drug Management Programme (AHDMP) with progress updates which will be validated by the AHDMP from hospital pharmacy data returns
- Attend and participate in a national group with the AHDMP to share learning and identify opportunities.
- Be fully conversant with all approved systems of work and documentation associated with the pharmaceutical care of the patient, at the level of the pharmacy department, clinical area, and at an organisational level.
- To assist the Dispensary Services Manager with regulatory and legal compliance within the Pharmacy Department, including implementation of the EU Falsified Medicines Directive (FMD), safe storage and supply of controlled drugs (MDAs), Continuing Professional Development.
- Ensure that quality systems are operating correctly.

- Ensure that documentation is completed in accordance with any relevant policies, in a timely manner and filed appropriately when complete, including that for adverse medication incidents or near misses.
- Work collaboratively with all members of the pharmacy and wider healthcare teams to deliver an integrated pharmacy service.
- To deputise for the Dispensary Services Manager when required.

Knowledge and skills

- Be responsible for updating his/her own knowledge and skills in order to improve service provision to patients, carers and other healthcare professionals.

Policy and practice guideline development and review

- Assist in the development and review of pharmacy and multi-disciplinary medication management policies to optimize patient care, improve efficiency and reduce risk to the patient and healthcare professional.
- Participate in formulary application reviews, Medicines Guide updates, IV Drug Guide monograph revision and other policy development as appropriate.
- Participate in policy implementation in clinical areas at a departmental or multi-disciplinary level.
- Participate in hospital committees if required or if appropriate
- Participate in Pharmacy Department procedures to support and guide nurse prescribing processes in SVUH.

Education and Training

- Participate in education and training programmes in agreement with or as directed by the Dispensary Services Manager or Head of Pharmacy Services. These may be CPD or more general such as fire training, manual handling.
- Participate in journal clubs and in-house educational meetings.
- Provide supervision and training for students, pharmacy aides, pharmaceutical technicians and other pharmacists in consultation and agreement with the Clinical Pharmacy Services Manager, Dispensary Services Manager or Chief Pharmacist.
- Participate in education and training of other healthcare professionals such as nurses and doctors.
- Participate in clinical research projects, including clinical trials.

Ethics

- Demonstrate behaviour consistent with the Code of Ethics and with the values of the hospital.

Other

- Undertake additional duties as directed by the Dispensary Services Manager or Chief Pharmacist, including all clinical and dispensary duties.

Uniform

- The pharmacist should present a neat and tidy appearance at all times when in the hospital.

The above Job Description 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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Andrew Blyth, Chief II Pharmacist, Dispensary Services Manager, Tel: + 353 (01) 221 4284 Email: andrewblyth@svhg.ie

Person Specification

	Essential	Desirable
Qualifications	Candidates must; Be registered with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered. <u>Please include evidence of same in application documents</u>	<ul style="list-style-type: none">• Postgraduate clinical qualification or equivalent level of expertise and knowledge gained through practical experience.• Evidence of CPD in clinical pharmacy / hospital pharmacy practice• Relevant management development course.• Risk management training in healthcare
Experience (length and type)	Have At least 3 years satisfactory post registration hospital experience. AND Possess the requisite knowledge and ability (including a high standard of suitability and	<ul style="list-style-type: none">• Experience in a range of clinical areas or specialties• Research experience• Publications and presentations

	management ability) for proper discharge of the duties of the office.	<ul style="list-style-type: none"> • Clinical audit experience • Experience managing and training staff. • Medicines Information experience • Experience in developing, implementing and assessing evidence-based clinical practice guidelines
Core Competencies	<ul style="list-style-type: none"> • Planning & Managing Resources • Decision Making & Judging Situations • Setting Standards & Ensuring Quality • Influencing People and Events • Managing Individual Performance • Being the communication channel • Creating Team Spirit • Being a Leader & Role Model • Embracing the Change & Service Development 	
Health	Candidates 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.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Wholetime, Permanent, Pensionable

Panel: A panel may be formed to fill upcoming permanent, temporary, full time and part-time vacancies over the next 6 months.

Annual Salary: €69,248 - €80,303 pro rata **(01/03/2023) Senior Pharmacist**

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. 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 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not 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

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings

- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Date: September 2023