

## **Job Description and Person Specification**

### **Pharmacist- Basic Grade Temporary Vacancy (Approx. 2 Years)**

**Reference: HR22E035**

**Closing Date for Applications: Wednesday, 16<sup>th</sup> February 2022**  
**Proposed interview date via Skype: Thursday, 24<sup>th</sup> February 2022**

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

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

**Overview:**

Provide effective, efficient and safe pharmaceutical care to all patients under their care in SVUH, under the direction of the relevant pharmacy service manager, in accordance with accepted clinical pharmacy practice. Identify and address individual patient care needs where appropriate. Advise and provide information to other healthcare professionals, including other pharmacists, to assist them in their care of the patient.

Maintain throughout the hospital an awareness of the primacy of the patient in relation to all hospital activities.

Implement operational processes to the standards of best practice in order to optimise use of resources and ensure compliance with statutory licensing requirements.

**Job title / Grade:** Pharmacist (Basic Grade)

**Reports to:** Chief II Pharmacy Service Manager and Chief I Pharmacist

**Roles and Responsibilities:**

- Prepare, supply and supervise the provision, management and use of medicines and other items as may be required
- Participate in providing ward-based clinical pharmacy services to patients in association with other staff
- If assigned to the aseptic unit: be responsible for releasing aseptically prepared product following the relevant production and checking procedures
- Maintain pharmacy records for all activities which comply with the required standards and policies
- Provide advice to medical, nursing and other health care professionals on the safe, effective and economic use of medicines
- Provide accurate and current information on medicines to health care professionals
- Assist in providing the dispensary service, the clinical service, the aseptic compounding service, the medicines information service as directed
- Participate in continuing education and research activities consistent with the post

- Carry out such other duties appropriate to the position as directed
- The successful applicant may be required to rotate through the dispensary, clinical pharmacy services, aseptic compounding and medicines information.

#### *Ethics*

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

#### *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:** Gemma Treacy, Clinical Pharmacy Services Manager.  
Tel: 01 221 3510 or email: [g.treacy@svuh.ie](mailto:g.treacy@svuh.ie)

### Person Specification

Factors	Essential	Desirable
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Be registered with the Pharmaceutical Society of Ireland or be entitled to be so registered</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of relevant continuing professional development</li> <li>Post-graduate diploma or M.Sc. in hospital or clinical pharmacy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant post-registration pharmacy experience in a patient-facing role</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the provision of clinical pharmacy services to medical and surgical patients</li> <li>Experience working in the dispensary of an acute hospital</li> <li>Experience working in an aseptic compounding unit</li> <li>Experience in the provision of medicines information services</li> <li>Participation in clinical audit or research and dissemination of same.</li> <li>Proficient in the use of Pharmacy software and MS Word, Outlook and Excel.</li> <li>Experience in the development and implementation of policies and guidelines</li> </ul>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>Planning &amp; Managing Resources</li> <li>Decision Making &amp; Judging Situations</li> <li>Setting Standards &amp; Ensuring Quality</li> <li>Being the communication channel</li> <li>Creating Team Spirit</li> <li>Embracing the Change &amp; Service Development</li> </ul>	

### **Particulars of Office:**

**The appointment is:** Temporary, Whole-time and Pensionable.

**Annual Salary:** 01/10/2021 : €35,259 - €67,727

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

**Panel:** A panel may be formed to fill temporary vacancies that arise over the next 6 months.

**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 37 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:** 28 working days per annum pro rata. 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](http://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](http://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. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. 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.

<p><b>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.</b></p>
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**Date: February 2022**