

Pharmacist

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Pharmacist  (Grade Code: 3247) |
| **Campaign Reference** | NRS14638 |
| **Closing Date** | **Monday 30th December 2024 at 12 noon** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for an interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Drug Treatment Centre (NDTC)**  There is currently one permanent whole-time vacancy available in the National Drug Treatment Centre, 30-31 Pearse Street, Dublin 2.  A panel may be formed as a result of this campaign for Pharmacist within the **National Drug Treatment Centre (NDTC)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Meghan Lynch, Senior Pharmacist  **Tel:** 01 6488627  **Email:** [milynch@dtcb.ie](mailto:milynch@dtcb.ie) |
| **Details of Service** | National Drug Treatment Centre is providing an addiction service to clients on a national level. We have over 500 clients on our Treatment List, with an average of 300 clients attending the clinic daily.  The Pharmacy Department provides a dispensing service for Opioid Agonist Treatment (OAT) and other medications within the centre. The pharmacy department is responsible for ensuring governance in service provision within the pharmacy and dispensing areas, procurement of all medications, maintaining adequate stock levels in the pharmacy, participation in various committees including drug and therapeutics and clinical quality and safety committee (CQSC), maintaining a medicines guide for the centre, education and presentations to clinical staff.  The National Drug Treatment Centre pharmacy department provides Hepatitis C treatment on site to clients, offers a HIV support service and liaises with inclusion health services within our main hospitals facilitating in-reach clinics.  The team structure within the centre comprises of a multidisciplinary team including: consultant psychiatrists, pharmacists, pharmacy technicians, nurses, doctors, health and social services professionals, clerical administration and general support staff. |
| **Reporting Relationship** | The post holder will report to the Chief II Pharmacist. |
| **Key Working Relationships** | The team structure within the centre comprises of a multidisciplinary team including: consultant psychiatrists, pharmacists, pharmacy technicians, nurses, doctors, health and social care services professionals, clerical administration and general support staff. |
| **Purpose of the Post** | To assist with the provision of a high-level pharmacy service to the Clinic and departments serviced by the Pharmacy Department. |
| **Principal Duties and Responsibilities** | ThePharmacist will:  **Professional / Clinical**   * Safely and accurately dispense medication including opiate agonist treatment (OAT) and in some cases administer OAT to clients attending the clinic on a regular basis. * Operate under the HSE Clinical Guidelines for Opiate Substitution Treatment. * Work as a part of the multidisciplinary team (MDT) within the NDTC and represent the pharmacy department at MDT meetings contributing to the development and implementation of client care plans. * Manage, supervise and dispense Hepatitis C medications in the Centre. This will involve regular interaction with Hepatitis C clients. * Be responsible for co-operating with and assisting the Senior Pharmacists where assigned in the performance of his/her duties and responsibilities as required. * Supervise and supply 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 pharmacy and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Supervise and manage any student pharmacist or pharmacist technicians as assigned to him/her. * Ensure the needs of the clients and professional staff are adequately met by the pharmaceutical service provided and this will involve providing help and advice to clients and staff on all aspects of treatment. * Participate in the development and expansion of clinical pharmacy services * Offer the provision of advice, as required, to medical and nursing staff on the proper and economic use of drugs and medicines * Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and operate in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland. * Participate in the development and expansion of clinical pharmacy services and top-up services. * Ensure the needs of service users and professional staff are adequately met by the pharmaceutical service provided. Provide help and advice on all aspects of therapy and collaborate with community pharmacists to ensure continuity of supply of medication where necessary. * Provide advice, as required, to other healthcare staff on the proper and economic use of medicines and treatments including participation in schemes for the dissemination of information in relation to medicines and medicine usage. * Co-operate with clinical, scientific and healthcare staff on the maintenance and development of new methods of treatment, where relevant. * Participate in the development, implementation and audit of guidelines with regard to the use of drugs. * Monitor standards and systems of working and in conjunction with other pharmacy staff; modify / update procedures, documentation etc. in order to further improve the quality of the service, safety of personnel and cost effectiveness of the service provided. * Supervise the supply of drugs, pharmaceuticals and other related items as may be required. * Ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Maintain records for purchasing, quality control, compounding and dispensing to the standards required. This involves managing and submitting the PCRS claims on a regular basis. * Represent the pharmacy at relevant working groups, committees and / or meetings.   **Health and Safety**   * Ensure that work is carried out in a safe manner in accordance with the provisions of Health, Safety and Welfare at Work Act, the Pharmaceutical Society of Ireland (PSI) requirements and/or other relevant legislation or advice. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education and Training**   * Participate in continuing education and training activities consistent with the post. * Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. Maintain professional competency and continuous professional development as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI). * Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Personnel / Administration**   * Carry out general administrative and financial duties including recording keeping and medication use monitoring. * Supervise and manage any staff assigned to the post holder. * Co-operate and assist line management in the performance of their duties and responsibilities as required.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications, Experience, etc** 2. Eligible applicants will be those who on the closing date for the competition: 3. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.   **AND**   1. 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.   **2. Annual Registration**  On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by Pharmaceutical Society of Ireland.  **3. 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.  **4. Character**  Candidates for and any person holding the office must be of good character.  *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.* |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in pharmaceutical services as relevant to the role. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role.  Participate in a Sunday morning rota. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate sufficient clinical and professional knowledge and evidence-based practice to carry out the duties and responsibilities of the role. * Demonstrate evidence of up-to-date pharmaceutical knowledge. * Demonstrate the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel, Power Point and Pharmacy Dispensing Systems. * Demonstrate awareness of the security considerations/confidentiality involved in working in a drug addiction clinic pharmacy. * Demonstrate commitment to continuing professional development.   **Planning and Managing Resources**   * Demonstrate the ability to plan and manage resources in an effective manner and an awareness of the importance of value for money. * Manages multiple tasks and adjusts priorities in response to changing circumstances. * Demonstrates awareness of potential problems and flexibility in prioritising to maintain service standards. * Accepts responsibility for own work; demonstrates good time management skills and meets deadlines in a busy working environment. * Demonstrate the ability to organise and co-ordinate staff assigned to work under your supervision.   **Team Player**   * Demonstrates an ability to work individually and as part of a multi-disciplinary team. * Seeks to establish co-operative working relationships with colleagues in other areas. * Participates, collaborates and advises on therapeutic decision-making and uses appropriate referral in a multi-professional team. * Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.   **Commitment to providing a Quality Service**   * Demonstrates a commitment to providing a quality service. * Demonstrates initiative and innovation in identifying areas for service improvement and an openness to change. * Demonstrate awareness and appreciation of the service user. * Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times.   **Evaluating Information and Judging Situations**   * Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making and the management of patients. * Gathers information from a number of reliable sources and people to enable well-founded decisions. * Assumes responsibility and accountability for managing medication therapy and demonstrates an understanding of the need to monitor the health and progress of patients in response to drug therapy to ensure the safe and effective use of medication. * Demonstrate leadership and decision-making ability.   **Communications and Interpersonal Skills**   * Demonstrates effective communication skills both verbal and in writing, including the ability to present complex information in a clear and concise manner. * Demonstrates strong interpersonal skills including the ability to interact directly with patients and members of a multidisciplinary team. * Demonstrates the ability to impart (scientifically valid) information and advice regarding the safe, appropriate, and cost-effective use of medications. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | 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 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 in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  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. | |



**Pharmacist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  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 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. |
| **Remuneration** | The salary scale for the post is: 01/10/2024  €40,697, €43,654, €44,710, €47,995, €51,123, €54,383, €57,744, €61,178, €64,631, €68,150, €71,731, €75,379, **€76,845 LSI**  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 experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | 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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)