

HR/ER Department, Business Operations,
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens, Baile Átha Cliath 8, D08 W2A8

**Grade VIII Hospital Medicines Management System (HMMS) Senior System Manager, HMMS National Office, Access & Integration.**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Grade VIII Hospital Medicines Management System (HMMS) Senior System Manager** Grád VIII Córas Bainistíochta Leigheasanna Ospidéil (HMMS) Bainisteoir Sinsear CóraisGrade code: 0655 |
| **Remuneration** | The salary scale for the post is:  €79,847; €80,564; €83,715; €86,878; €90,018; €93,170; €96,305 (1/10/24)**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. |
| **Campaign Reference** | T&T/07/25 |
| **Closing Date** | 26th March 2025 at 12 Noon |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Access & Integration Drugs Management Programme**There is one permanent whole-time vacancy available in;Access & Integration Drugs Management Programme, Dargan Building, Heuston South Quarter, St. John's Road West, Dublin 8, D08 NN9VFoirgneamh an Deargánaigh, An Ceantar Theas, Bóthar Eoin Thiar, Cill Mhaighneann, Baile Átha Cliath 8.  D08 NN9VA panel may be created from this campaign for **Access & Integration Drugs Management Programme (AIDMP)** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Fionnuala King, Chief Pharmacist, AIDMP.Email: Fionnuala.King@hse.ie  |
| **Details of Service** | The post holder will be a member of the HMMS National Team, within AIDMP. The post holder will work with other members and domain experts within the HMMS National Office, HSE Technology & Transformation and AIDMP ensure that the HMMS remains aligned to evolving protocol, practice and standards. The post holder will work within the AIDMP, the Pharmacy function within HSE Access & Integration. AIDMP was established in 2017 to promote cost effective use of medicines, and provide equitable access to drug therapies on the basis of clinical need in the Irish Health Service. AIDMP is currently deploying HMMS, replacement Pharmacy software for acute and non-acute Pharmacy sites. The HMMS Drug and supplier files underpin this system. The AIDMP is responsible for:* Coordinating and supporting medicine management initiatives in Irish public hospitals
* Ensuring the full benefits of the Pharma Industry Framework agreements for hospitals are realised effectively in the best interests of patients and the wider health system
* Minimising the on-going workload for key stakeholders associated with medicine management; Health Regions and Pharmacy Executive Managers, medicines suppliers, Access & Integration, Corporate Finance Division; HSE Health Business Service (HBS),
* Initiatives includes developing and publishing national prescribing protocols for COVID and selected other therapeutics, introduction of the Dynamic Purchasing System portal to improve access to HSE publish drug tenders and standardising reports and the reporting cycle on hospital drug expenditure
* Provide subject matter expertise on behalf of the National Director, Access & Integration on medicines related statutory and non-statutory enquires

Digital for Care 2030 is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented. It provides a strategic and innovative plan to advance key Slaintecáre programmes and deliver integrated care that is fully aligned with the Health Regions structure. This programme is critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland. |
| **Reporting Relationship** | * The post holder will report to the Chief Pharmacist, Access & Integration Drug Management Programme (AIDMP)
* The post-holder will also work closely with the AIDMP colleagues and other members of the national HMMS team.
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| **Key Working Relationships** | Key working relationships will be with the national HMMS team; HMMS Implementation Team, HMMS National Office and T&T colleagues and AIDMP colleagues. It will also include engagement with hospital ICT colleagues, Health Region Executive Officer and ICT and Informatics teams, hospital Pharmacists, the HSE ePrescribing project, HSE National Medicinal Products Catalogue, Office of the HSE Data Protection Officer, HSE Information Integration System.  |
| **Purpose of the Post**  | * The post holder will work closely with the HMMS Programme Manager, HMMS Operations Lead, the HMMS Implementation and Application leads, other staff of the HMMS National Office and the AIDMP, and staff of the external vendor, to ensure an effective programme approach to the implementation and support of this important national medicines management system
* The HMMS Senior System Manager will have oversight responsibility for HMMS data management i.e. content, configuration, user access and reporting
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| **Principal Duties and Responsibilities** | ***Responsibilities will include:*** * Work directly with the HMMS project lead and HMMS National Office colleagues to develop and implement HMMS in publicly funded acute and non-acute hospitals in Ireland
* Employ appropriate issue tracking and project management software e.g. JIRA to monitor and address HMMS Project progress and supporting timely project milestones.
* Support the specific communication and information needs of stakeholders
* Engage with stakeholders across the, the wider HSE, HSE Technology & Transformation colleagues, hospital pharmacy colleagues, local IT departments and the HMMS vendor to ensure successful introduction of HMMS in publicly funded acute and non-acute hospitals in Ireland
* Assist in the provision of expertise & advice at national level to AIDMP and Health Service Management to ensure that medicines are managed safely and efficiently.
* Development and management of data quality protocols and policies including patient identification
* Manage the systems and acceptance testing of HMMS and of HMMS interfaces against agreed specifications
* Provision of expert advice for HMMS to the wider AIDMP.
* Overseeing the approved Information Governance policy.
* Engagement with HSE Customer Service Experience, OCIO, on infrastructure, disaster recovery planning, HMMS Change Advisory Board and release management.
* Provide input to Incident Management policy, Troubleshooting, Escalation Points, Incident Resolution as required by OCIO, Local Teams or AIDMP.
* Management of assigned HMMS project staff
* Advise and develop disaster avoidance and disaster recovery processes.
* Manage and coordinate the domain strategy including management, maintenance and planning of activity.
* Develop protocols and procedures for business continuity.
* Co-ordinate and plan system upgrades.
* Analyse development requests and provide expert opinion to change approvers.
* Work closely with HMMS National Project team on project lifecycle tasks as appropriate such as testing, interfacing, reporting, future site engagement and all other necessary tasks.
* Oversee introduction and agreement of Support Organisation processes and communications where required for maintenance, development and testing of HMMS.
* Advise local project teams as necessary on project and business as usual activity
* Collaborate and communicate with the necessary HSE projects, including the National Medical Product Catalogue (NMPC), ePrescribing Project, Individual Health Identifier (IHI), national Electronic Patient Record (EPR), Summary Care Record and HSE Tech Hosting.
* Work with the wider HMMS National team to ensure that the product development is in line with user requirements and aligned to the wider requirements of Access & Integration and the HSE.

**General*** Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Act as spokesperson for the Organisation as required
* Have a working knowledge of HSE guidelines, Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example National Standards for Safer, Better Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections etc and comply with associated HSE protocols for implementing and maintaining these standards.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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** | **Candidates must have at the latest date for receipt of applications:*** Experience in implementing and supporting healthcare software systems, including, testing including User Acceptance Testing, report building and business intelligence.
* Experience in software deployment and project management.
* Experience of managing and working collaboratively with multiple stakeholders, including vendors, as relevant to the role.
* Experience in data analysis and managing complex datasets using tools such as Excel, Power BI, and other statistical software packages
* Experience in planning, organising and evaluating complex or multi-year projects, as relevant to the role

Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.**Health**A candidate 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**Each candidate for and any person holding the office must be of good character.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| **Post Specific Requirements** | Experience of implementing and managing complex change or quality improvement projects. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role as this post may involve travel. HMMS involves interacting with acute and non-acute hospitals, the successful candidate will be expected to travel to, and engage with, the hospital sites that are included in the project. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience*****Demonstrates*** * Knowledge/experience of healthcare software systems, including data modelling, database management, report building and business intelligence
* Knowledge of HL7 & FHIR Integration
* Knowledge of the requirements for the development of clinical datasets and data standards.
* An understanding of secondary health services in Ireland
* An awareness of the primacy of the patient in relation to all health service activity and the importance of the HMMS in supporting a high quality, person-centred service.
* An understanding of data protection as it applies to the role.
* An understanding of information governance as it applies to the role
* Knowledge and experience of using business intelligence systems.
* Excellent MS Office skills to include, Word, Excel PowerPoint and Power BI
* Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes.

**Leadership, Teamwork Skills and Managing Change****Demonstrates:*** Capacity for management responsibility and demonstration of initiative
* Experience of managing a team.
* Leadership skills and the capacity to inspire teams to the confident delivery of excellent services
* Ability to support, supervise, develop and empower staff in changing work practices in a challenging environment within existing resources
* An ability to effectively lead groups or projects to successful outcomes.
* Initiative in proactively identifying inefficiencies and implementing solutions
* The capacity to encourage others to embrace the change agenda

**Operational Excellence - Managing & Delivering Results** **Demonstrates:*** Ability to plan and organise own work and that of others, delegating appropriately within resources available
* Ability to plan and manage resources in a changing environment
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment
* The ability to work to tight deadlines and operate effectively with multiple competing priorities
* A capacity to operate successfully in a challenging operational environment while adhering to quality standards
* Ability to seek and seize opportunities beneficial to achieving organisation goals and strives to improve service delivery
* Adequately identifies, manages and reports on risk within area of responsibility

**Critical Analysis & Decision Making****Demonstrates:*** Effective problem-solving skills, including the ability to anticipate problems and recognise when to involve other parties at the appropriate time and level
* The ability to rapidly assimilate and analyse complex information, considering the impact of decisions before taking action and anticipating challenges
* Makes evidence based timely decisions
* A capacity to develop new proposals and put forward solutions to address problems in a timely manner.

**Communication & Interpersonal Skills****Demonstrates:*** Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups
* Excellent oral and written communication skills including the ability to present information in a confident, logical and convincing manner
* A capacity to influence and negotiate ensuring delivery on stretched objectives
* The ability to interact in a professional manner with health staff and other key stakeholders

**Commitment to a Quality Service****Demonstrates:*** Evidence of interest and passion in engaging with and delivering on better outcomes for service users
* An ability to cope with competing demands without a diminution of performance
* Demonstrably identifies with and is committed to the core values of the HSE and places a high emphasis on achieving standards of excellence
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| **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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign 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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |

**Grade VIII Hospital Medicines Management System (HMMS) Senior System Manager**

**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. |
| **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.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

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)