

**Deputy Pharmacist Executive Manager**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Deputy Pharmacist Executive Manager  (Grade Code:3240 ) |
| **Campaign Reference** | **To be completed by NRS** |
| **Closing Date** | **To be completed by NRS** |
| **Proposed Interview Date (s)** | **To be completed by NRS** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Relevant to the post** . |
| **Informal Enquiries** | **Please provide name & contact details for person who will deal with informal enquiries** |
| **Details of Service** | **The Deputy Pharmacist Executive Manager will have a key role supporting the Pharmacist Executive Manager and will contribute to the Medicines Management clinical and corporate governance within the hospital, working with senior colleagues from other disciplines and departments.**  **Deputy PEM roles will be in all Model 4 hospitals and in those Model 3 hospital agreed between the HSE and Forsa.** |
| **Reporting Relationship** | **Reporting to the Pharmacist Executive Manager** |
| **Key Working Relationships** | * Pharmacist Executive Manager * Hospital Senior Management * Senior Medical colleagues * Senior Nursing colleagues * Senior HSCP colleagues * Pharmacy Department staff |
| **Purpose of the Post** | * To support the Pharmacist Executive Manager in the governance of medicines management within the Hospital * To participate and lead if directed by the PEM, in Clinical and Corporate Governance agenda for medicines management, pharmacy practice, risk management of relevant issues from the Pharmacy or Hospital risk register and other clinical governance concerns as may be identified. * Operations manager for designated Pharmacy Services e.g.in the Clinical Pharmacy Service as a whole and/or its specialisations, or Pharmacy Department Operations, as determined by the Pharmacist Executive Manager * The Deputy Pharmacist Executive Manager will enhance professional leadership by Pharmacy within the Hospital and other services, through effective communication, motivation and by challenging barriers to change. They will convince others to participate and promote the Pharmacy Department and Hospital agenda for excellence in Medicines Management and Pharmacy practice. * To work with the PEM to recruit, train and lead a skilled Pharmacy Department team, creating and promoting healthy working relationships. * To identify and implement operational processes to the standards of best practice in order to optimise use of resources and ensure compliance with statutory requirements. * To work with the PEM to ensure that services are prioritised in line with available resources * To actively participate in continuing education and research activities consistent with the post. * To deputise for the Director in their short term absence |
| **Principal Duties and Responsibilities** | Professional / Clinical Responsibilities  The Deputy Pharmacist Executive Manager will:   * Under the direction of the Pharmacist Executive Manager, work in collaboration with relevant hospital based pharmacy stakeholders and wider hospital community to develop, implement and monitor of medicines management policies. * Work with clinical, scientific and nursing staff on the maintenance and development of new methods of evidence-based pharmacological treatments * Contribute to the local clinical and corporate governance agendas, with special emphasis on medicines management, contributing to an assured system for the synthesis of relevant medicines policies, their implementation, monitoring and ongoing audit and governance arrangements for the delivery of a safe and effective hospital pharmacy service. * Work with the Pharmacist Executive Manager to ensure processes are in place to provide safe supply of clinically indicated medicines when needed both in and out of core working hours. * Provide advice and direction to medical and other clinical staff and patients in relation to safe and effective pharmaceutical care of patients and patient groups. * Ensures compliance with medicines legislation and accountability for service delivery.   Managerial Responsibilities    The Deputy Pharmacist Executive Manager will:   * Participate on the hospital’s Drugs and Therapeutics Committee, Infection Control Committee, Senior Leadership and other relevant committees as required by the Pharmacist Executive Manager with a focus on the operational implications of decisions on Pharmacy. * Actively support the professional leadership role of the Pharmacist Executive Manager at the highest level. * Manage a designated pharmacy service(s) including clinical services, main pharmacy or aseptic services dependent upon local needs as determined by the Pharmacist Executive Manager and through designated service managers * Participate in creating and influencing the strategic development of the hospital. * Lead on pharmacy service planning and monitoring. Drive change where required as identified and agreed with the PEM. * Participate in the Pharmacy Department appraisal system and undertake individual performance review as directed by the PEM. * Day to day supervision/management of the pharmacy team.   Financial Responsibilities    The Deputy Pharmacist Executive Manager will:   * Liaise with senior pharmacy colleagues, nursing, medical and financial colleagues to manage the drug expenditure for the pharmacy to ensure the Finance Department is aware of potential high cost medicines as required by the PEM * Apply best practice techniques for contract negotiation, purchasing, supplier appraisal, supply chain management and inventory control. * Work with the PEM to ensure that departmental or organisational policies (eg biosimilar and generic prescribing, biosimilars substitution, compliance with formulary guidelines) are enforced. * Manage the audit, monitoring, analysis and reporting on all aspects of medicines usage within designated services as required by the PEM, including the provision of feedback to prescribers and managers and involvement in the co-ordination of changes in practice required as a result of the risk management process. * Provide advice and direction as required by the PEM, on the proper and economic use of medicines including participation in schemes for the dissemination of information in relation to medicines and their usage issues in areas where information is lacking or where professional opinion differs. * Engage with regional and national structures in the collection and provision of information on drug use and expenditure, and participate in initiatives to achieve best value in the HSE drug spend.   Information Resources Responsibilities    The Deputy Pharmacist Executive Manager will:   * Contribute to hospital strategy in the use of technology in medicines management and clinical decision support, to include electronic prescribing, applications (‘aps’) for patient care portable devices, pharmacy inventory e,g, the Hospital Medicines Management System (HMMS) and financial management software and the use of robotics, as required by the PEM. * Support the implementation of new integrated care information systems within their designated areas of responsibility within the Pharmacy and wider hospital environment. * Collect, interpret and present drug management data and information on the department’s activities, staffing and expenditure, as required by the PEM, for hospital managers.   Education,Training & Research Responsibilities  The Deputy Pharmacist Executive Manager will:   * Actively support a culture of continuous learning where all members of the pharmacy team are active in their role as learners and educators. * Liaise with the Pharmacy managers and the Hospital’s Education and Training Manager to establish the training and development needs and to plan training for all hospital pharmacy staff in line with the Hospital’s education and training policy and within departmental resources. * Ensure that Pharmacy staff access Leadership, Education and Development programmes. * Work with the Pharmacist Executive Manager to provide opportunities to support the future workforce via provision of experiential placements as part of APPEL training for pharmacy students and pharmacy technician student placements. * Work with the head of education and research or equivalent to plan and deliver pharmacy and medicines-related education and training to staff and students (doctors, nurses, health and social care professionals) to optimise the impact of training within departmental resources and in line with strategic priorities. * Encourage and support research in accordance with service needs. * Encourage and support the publication of research in appropriate formats/media. * Undertake personal continuous professional development, knowledge and competencies - maintain and update specialist and general pharmacy knowledge in core areas.   Quality Assurance, Risk, Health & Safety Responsibilities  The Deputy Pharmacist Executive Manager will:   * Investigate critical incidents within the designated areas of responsibility and implement preventative and corrective solutions in order to improve patient care. * Ensure that correct procedures are adhered to in relation to accidents and investigations and that proper reporting arrangements are in place. * Promote a safe working environment in accordance with Health and Safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Have cognisance of HIQA Standards as they apply to the role for example standards for healthcare. * Support the maintenance of the Pharmacy Department risk register and contribute to the Hospital Risk Register as required, * Actively participate in other risk management issues, identify risks, taking or advising on appropriate corrective action. * Report any adverse incidents in accordance with hospital guidelines. * Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines and by participating in the hospital’s medicines safety reporting process. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | * 1. Eligible applicants will be those who on the closing date for the competition have the following:  |  |  | | --- | --- | | **(i)** | Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered | |  | **AND** | | **(ii)** | Possess a Level 9 or higher post registration, postgraduate qualification on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland, in an area relevant to the role. | |  | **OR** | | **(iii)** | Possess a relevant qualification at least equivalent to (ii) above | |  | **AND** | | **(iv)** | Have at least 5 years post registration hospital experience  Practice |   **And**   * 1. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.  1. **Annual registration**   Annual Registration On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by Pharmaceutical Society of Ireland.   1. **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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular educational or experience deemed necessary for a specific post in a specific location.**      **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** |
| **Skills, competencies and/or knowledge** | **Demonstrate as appropriate to the role:**   * Expert professional practice including the knowledge and evidence based practice required to carry out the duties and responsibilities of the role * Management and leadership skills * Strong analytical, reasoning and decision-making ability including research and evaluation skills * Ability to effectively plan and manage resources and show cost effective and patient safety awareness * Commitment to providing a quality service and change management skills * Effective team building skills and the ability to build strong working relationships. * Communication and interpersonal skills including strong negotiation skills. * The ability to maintain safe systems of work * Commitment to continuous professional development in line with the Pharmacy Act 2007 and support the professional development of others. * Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Demonstrate ability to manage deadlines and effectively handle multiple tasks. * Demonstrate ability to deliver change working with multiple stakeholders cross an organisation in a complex work environment * Demonstrate effective communication skills (verbal and in writing) including the ability to present complex information in a clear and concise manner, the ability to present information in a clear and concise manner, the ability to facilitate and manage groups through the learning process, the ability to give constructive feedback to encourage learning. * Demonstrates awareness and appreciation of the service user. * Demonstrate leadership and team management skills including the ability to work with multidisciplinary team members. * Demonstrate ability to empathise with and treat patients, relatives and colleagues with dignity and respect * Demonstrate understanding and /or experience of pharmacy services. * Demonstrates evidence of computer skills including pharmacy dispensing systems, Microsoft Office, Outlook. * Demonstrate a working knowledge of the hospital ICT system.   The above list is not exhaustive and for demonstrative purposes only. |
| **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.  The HSE is an equal opportunities employer. |
| **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. | |

**Deputy Pharmacist Executive Manager**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-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: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  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 35 hours.  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 is 30 days. |
| **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. |
| **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/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)