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| **Job Specification; Sample Content**  **Deputy Pharmacist Executive Manager**  **(3240)** | |
| **The following template provides sample content for the above role.**  **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** | |
| **Reporting Relationship** | ***For Example:***  The post holder will report to the Pharmacist Executive Manager. |
| **Key Working Relationships** | ***For Example:***   * Pharmacist Executive Manager * Hospital Senior Management * Senior Medical colleagues * Senior Nursing colleagues * Senior HSCP colleagues * Pharmacy Department staff |
| **Purpose of the Post** | ***For Example:***  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.   * 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** | ***For Example:***  The Deputy Pharmacist Executive Manager will  **Professional/Clinical Responsibilities**   * 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**   * 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**   * 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**   * 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**   * 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**   * 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. * 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. * 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 Standardsand 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.   **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 them from time to time and to contribute to the development of the post while in office.** |
| **Skills, competencies and/or knowledge** | ***For Example:***  The Candidate must demonstrate   * 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. |