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| **Job Specification; Sample Content****Pharmacist Executive Manager 1** ***incorporating Medicines Management*** **Model 2 Hospital Only (3244)** |
| **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 Assistant National Director / National Director / CEO / Hospital Manager. |
| **Key Working Relationships** | ***For Example:*** * Hospital Senior Management
* Medical staff
* Nursing staff
* Pharmacy staff
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| **Purpose of the Post**  | ***For Example:*** To lead on both the clinical and strategic areas of the pharmacy service ensuring all required legislative, quality and governance standards are met. Has overall responsibility for delivering a high-quality pharmacy service, creating and directing strategies to develop and / or extend pharmacy services and to provide advice, direction, support, and supervision to staff members. |
| **Principal Duties and Responsibilities** | ***For Example:*** The Pharmacist Executive Manager 1 will:**Clinical/Professional/Strategic*** Have overall oversight and accountability of the operations of the pharmacy service.
* Have a strategic focus on the development of the Health Service Executive’s Pharmacy Service in line with legislation and the development of national policies.
* Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and ensure that operations are in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland (PSI).
* Keep under review the provision of pharmacy services and schemes and undertake review from a clinical – value for money (VFM) or other perspective as may be required.
* Acting as the Clinical Lead and expert on pharmacy services; provide advice, information and strategic direction to the relevant Pharmacy, Medical, Nursing and/or other staff on best practice in relation to all aspects of medicines management, including the proper and economic use of drugs and alternative types of drugs and medicines.
* Ensure the service is operated safely, appropriately, and economically, consistent with quality and with reference to legal requirements, clinical appropriateness, transit, security and conditions of chemical and physical stability.
* Ensure a focus on patient safety in all aspects of the pharmacy service.
* Ensures that the needs of the service user/ patients and professional staff are being adequately met by the pharmaceutical service and are delivered in a manner that respects privacy, ensures data protection requirements are met and confidentiality is adhered to in treatment.
* Provide expertise and advice to relevant departments / steering groups etc.
* Engage with other groups and / or subject matter experts as required for the progression of the pharmacy service.
* Be responsible for the development and management of project groups and work streams to support the development of the pharmacy service.
* Act as a representative for the pharmacy service on appropriate national and international groups, as required.
* Develop and advise on the strategic programme and/or technologies required to deliver and maintain the pharmacy service.

**Education & Training*** Participate in needs assessment, teaching and training (including in-service training) of staff, as may be required.
* Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. To maintain professional competency by involvement with Continued Professional Development (CPD) as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI).
* Be responsible for own professional development and performance, in line with HSE performance management requirements, including keeping up to date with current clinical and professional developments in pharmacy that might impact on the pharmacy service.
* Promote and actively participate in continuing professional development and research activities consistent with the post.

**Quality and Risk, Health and Safety Management*** Ensure oversight of standard operating procedures, protocols and safe working practices, ensure ongoing quality control and validation of all services.
* Ensure ongoing quality control and validation of services.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Lead and/or oversee the audit, monitoring, analysis and reporting of all aspects of medicine usage within the services, including provision of feedback to prescribers and managers and involvement in the coordination of changes in practice required as a result of risk management process.
* Ensure that correct procedures are adhered to in relation to accidents and investigations and ensure that proper reporting arrangements are in place in line with the requirements of the Health, Safety and Welfare at Work Act 2005, to include frequent risk assessments and adherence to the hospital Safety Statement.
* 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.

**Management*** Manage and develop staff of the pharmacy service.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Participate in individual performance review and in the recruitment and interviewing of relevant pharmacy staff.
* Create a good working environment that contributes to maintaining and enhancing effective working relationships.
* Manage effectively with several concurrent priorities and demands and with unpredictable interruptions requiring changes in priorities.
* Manage resources effectively and efficiently having reference to budgetary provision.
* Responsible for enabling effective financial management of the department budget and expenditure through efficient purchasing and monitoring prescribing in accordance with the formulary.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and / or participating in healthcare.
* To act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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:***Professional Knowledge & Experience** *For example:** Demonstrates sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role.
* Demonstrates the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland.
* Demonstrates expert knowledge and understanding of the laws and regulations underpinning pharmacy service delivery.
* Demonstrates knowledge and understanding of financial control, including pharmacy procurement, contracting and payment.
* Demonstrates that practice and skills are based on sound theoretical knowledge and reflective practice.
* Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn.
* Demonstrates evidence of computer skills including pharmacy dispensing systems, Microsoft Office, Outlook.

**Planning and Managing Resources** *For example:** Shapes and contributes to the clinical governance agenda; influences the clinical governance agenda for the team.
* Demonstrates a strategic focus e.g. in the development of Pharmacy Services.
* Develops plans to achieve; monitors and reviews progress against targets taking appropriate steps as required.
* Demonstrates an awareness of resource management and the importance of value for money in ensuring maximum benefit for the organisation.
* Demonstrates the ability to effectively manage multiple projects
* Delegates effectively and adjust priorities in response to changing circumstances.
* Demonstrates flexibility and adaptability in response to workforce demands.

**Managing and Developing (Self and Others)***For example:** Leads by example by acting to ensure patient safety and quality within the pharmacy environment.
* Builds credibility and portrays the profession in a positive light by being professional and well informed.
* Provides clear direction for designated staff in relation to the goals of their function and how they fit in with the broader organisational strategy as appropriate.
* Demonstrates the ability to manage and develop self and others in a busy working environment.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to providing a quality service; promoting high standards and striving for a user centred service.
* Demonstrates initiative and innovation in identifying areas for service improvement and an ability to effectively lead and implement change.
* Demonstrates an awareness and appreciation of the service user, understands the needs of the service user and works to ensure the pharmacy service meets these needs.
* Demonstrate ability to empathise with and treat patients, relatives and colleagues with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** 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 them to make well-founded decisions.
* Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Communicates decisions comprehensively including the rationale behind decisions.
* Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties.

**Communications and Interpersonal Skills***For example:** Demonstrate effective communication skills (verbal and in writing) including the ability to present complex information in a clear and concise manner.
* Demonstrates strong interpersonal skills and the ability to interact with a wide variety of stakeholders.
* Utilises influencing and negotiation skills in order to create effective multi-disciplinary and multi-agency working relationships to further the delivery of services.
* Demonstrates the ability to develop strong working relationships and the ability to manage difficult and dynamic situations.
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