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| **Job Specification; Sample Content****Pharmacist Executive Manager 3** ***incorporating Medicines Management*** **Model 4 Hospital Only (3246)** |
| **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:*** The Pharmacist Executive Manager will lead and have overall governance responsibility for the pharmacy services in the model 4 hospital, relating goals and actions to the hospital’s strategic aims.* The Pharmacist Executive Manager, using the HSE governance framework, will lead implementation of a medicines management policy for the model 4 hospital with its key managers. The Pharmacist Executive Manager will advise the Hospital Manager/CEO on consistency of this policy with relevant national policies.
* The Pharmacist Executive Manager will help shape and contribute to Clinical Governance at the model 4 hospital.
* The Pharmacist Executive Manager, in liaison with senior pharmacy colleagues, nursing, medical and financial colleagues, will contribute to the work of the hospital’s Drugs and Therapeutics committees, optimising governance of the introduction of new medicines as well as the safe and economic use of all medicines, within local and nationally assigned medicines budgets. This will include audit and monitoring of new medicines and related technologies and monitoring of prescribing against evidence based and licensed indications.
* The Pharmacist Executive Manager will be as a key leader with clinical management responsibility, ensuring a high standard of hospital pharmacy services aligned to best international practice, ensuring innovation, adopting national initiatives and guidelines producing demonstrable improvements in service delivery.
* The Pharmacist Executive Manager will strengthen professional leadership through effective communication, motivation and by challenging barriers to change, influencing others in sharing a common vision of safe, cost and clinical effective medicines use for the benefit of those receiving care in the service.
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| **Principal Duties and Responsibilities** | ***For Example:*** The Pharmacist Executive Manager 3 will**Professional/Clinical Responsibilities*** Always work and act in accordance with the Code of Conduct of Pharmacists (PSI 2019)
* Responsible for compliance with the requirements of the Pharmacy Act 2007.
* Lead implementation of medicines management within the model 4 hospital, to enhance the safe and cost-effective use of medicines, to seek benefits of economies of scale and thereby optimising medicines usage.
* Lead on the provision and development of clinical (patient-facing), aseptic compounding services, medicines information and clinical decision support systems, and supply services to ensure safe and appropriate treatment for all.
* Promote a pharmacy value stream from admission to discharge, including the extension of hospital pharmacist expertise in the provision of home care and non-acute hospital care, to minimise the burden on model 4 hospital beds. Work in collaboration with those across the system to strive for effective joined up and smooth transitions of care for people.
* Provide expert advice on pharmacy service matters including implementation of clinical care programmes and protocols for the care and treatment of patients in ambulatory care, continuing care within the clinical and corporate governance of the hospital.
* Provide medicines expertise to the Drugs and Therapeutics Committee.
* Provide medicines expertise to other hospital committees as appropriate, for example health and Safety, antibiotic stewardship, research and clinical trials.
* 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 and financial management software and the use of robotics.
* Provide leadership and implement organisation-wide systems to ensure pharmacy team members identify and optimise treatment with high risk medicines and antimicrobials.
* Ensure pharmacy team input is an integral part of the design of any service involving medicines
* Ensures processes are in place to provide safe supply of clinically indicated medicines when needed both in and out of hours.

**Managerial Responsibilities*** Continually seek opportunities to strengthen leadership at the highest level
* Actively participate in creating and influencing the strategic development of the model 4 hospital.
* Manage an effective, efficient and economic hospital pharmacy service in accordance with local hospital needs, pharmacy and medicines legislation, the Pharmacy Act 2007, Medicinal Products, Prescription and Control of Supply and Misuse of Drugs Regulations and other legal requirements.
* Lead on pharmacy service planning and monitoring considering skill mix, staff resources and advances in technology.
* Drive change where required as identified.
* Contribute to the management of capital and revenue budgets that relate to pharmacy.
* Provide analysis of medicines usage data and cost as part of a national reporting system.
* Participate in the effective development and implementation of a medicines usage national reporting system.
* Ensure that there are effective pharmacy personnel retention and recruitment strategies in place developing staff skills to support practice at their highest skill level.
* Advise hospital management on manpower planning, as an integral part of service planning, in accordance with the pharmacy value stream from admission to discharge.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Carry out and participate in the pharmacy and individual performance review.
* Act as a spokesperson on pharmacy for the hospital as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**Education and Training*** Establish the training and development needs of all hospital pharmacy staff.
* Ascertain and organise resources for identified training.
* Actively support a culture of continuous learning where all members of the pharmacy team acknowledge their role as learners and educators. Continued learning and CPD opportunities are provided for all members of the pharmacy team.
* Encourage and support research in accordance with service needs.
* Encourage and support the publication of research in appropriate formats/media.
* Ensure the participation of staff in mandatory training programmes.
* Supports the pharmacy team to identify and use opportunities for adoption, collaboration, networking and sharing of best practice internally and externally.
* Act as adjunct Senior Lecturer / Professor in a School of Pharmacy or Health Sciences faculty, as agreed by appointment to relevant faculties.
* Provide opportunities to support the training pipeline via provision of experiential placements as part of APPEL training for pharmacy students and pharmacy technician student placements
* Identify own training needs and keep a portfolio of practice – maintain and update specialist and general pharmacy knowledge in core areas.

**Clinical Governance, Quality Assurance, Risk, Health & Safety*** Ensure pharmacy services operate a safety culture that aligns with organisational, national and professional guidance.
* Contribute to the strategic clinical governance agenda, with an emphasis on medicines management, contributing the synthesis of relevant medicines policies and systems and their implementation, monitoring and on-going audit for the delivery of a safe and effective hospital pharmacy service.
* Support serious incident investigations directly involving medicines or involving harm from medicines
* Ensure that medication safety is embedded in the organisation and advise the Hospital Manager/CEO on medicines management issues and the management of risks associated with medicines, including compliance with approved national standards for medicines selection, use and audit.
* Work through engagement with model 4 site colleagues and Hospital Manager/CEO to implement HIQA Standards as they apply to the role.
* 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.

Promote 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, the National Incident Management System (NIMS), and reporting to the Healthcare Products Regulatory Authority as appropriate.* Actively participate in other risk management issues, adequately identify, assess, manage and monitor risks 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 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 **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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