

Saint John of God University Hospital
Stillorgan
Co Dublin

Job Description

Organisation: Saint John of God University Hospital

Post: Senior Pharmacy Technician

Department: Pharmacy

Reports To: Chief 2 Pharmacist

Responsible: Chief Executive Officer

The following is intended for the guidance of the person assigned to the post and is not an exhaustive listing of the duties associated with the post.

1. To work collaboratively with other members of the Pharmacy team and Departments in the Hospital to ensure that patient care is central to all activities of the Pharmacy Department.
2. To be fully aware of and comply with the codes of practice of the Pharmaceutical Society of Ireland and the Mental Health Commission.
3. To have full knowledge of and competently use the Pharmacy Standard Operating Procedures and to contribute to development and updating of Standard Operating Procedures.
4. To perform the following dispensary duties:
 - Dispense in-patient, out-patient, weekend -leave and staff prescriptions under the supervision of a pharmacist.
 - Dispense ward stock lists.
 - Co-ordinate dispensary workflow.
 - Co-ordinate medication ordering in a cost-efficient manner.
 - Co-ordinate stock management processes including storage, returns, recycling, dispensary lay-out, medication waste and sustainability.
 - Ensure compliance with Falsified Medicines Directive and associated processes.
 - Co-ordinate out-of-hours trolley, first aid kits, emergency trays, patients' own medicines.

- Co-ordinate Clozapine Out-Patient dispensing.
 - Manage medication shortages.
 - Manage over- the- counter medication sales and Pharmacy shop.
 - Maintain appropriate records and paperwork including prescriptions, invoices, daily audits, and DPS submissions.
 - Support Pharmacists in dispensing, lean management, and prioritisation of workflow in the dispensary.
 - Provide cover for other staff members due to illness or annual leave.
5. To lead and complete ward- based Pharmacy top-up services and the ward stock management programme.
 6. To lead out on the completion of annual stock- take and medication date- checks.
 7. To participate in reviews of medications and presentations to the Drug and Therapeutics Committee.
 8. To provide support to the Chief 2 Pharmacist in planning the dispensary timetable and the continuous development of the Pharmacy service.
 9. To be involved in teaching and induction for Pharmacy staff and students.
 10. To contribute to the patient medicines reconciliation process, under the supervision of a pharmacist.
 11. To manage the Pharmacy software systems.
 12. To participate in continuous professional development and on-going mandatory & regulatory training.
 13. To participate in audit and quality improvement as and when required.
 14. To participate in all relevant Hospital Committees as assigned.
 15. To promote Medication Safety and reporting of medication safety events.
 16. To be fully familiar with the terms of the Safety, Health and Welfare at Work Act and all relevant policy documents of the Hospital i.e., Employee Handbook, Safety Statement, Guidelines for Investigation of Allegations of non-Accidental Injury and Abuse.
 17. To respect and operate within the framework of the tradition, character and ethics which govern the work of the *Hospitaller* Services of Saint John of God.
 18. To ensure that all departmental reports and records are confidential to the service at Saint John of God Hospital and to always maintain confidentiality.

19. This job description will be subject to review and will include other duties appropriate to the post as may be reasonably determined by the Head of Pharmacy and / or Chief 2 Pharmacist.
20. Any other such duties that may be assigned from time to time by either the Chief I Pharmacist / Chief 2 Pharmacist / Clinical Director and / or Chief Executive.

September 2026