



Job Specification & Terms and Conditions

Job Title and Grade	Pharmacist Senior Grade Code: 3239
Campaign Reference	P3332
Remuneration	The salary scale for the post at (01/06/2026) is: € 74,779, 78,216, 79,316, 80,412, 80,546, 82,078, 83,765, 86,717 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.
Closing Date	10.00am on Monday 19 th October 2026
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage
Organisational Area	HSE West & North West
Location of Post	Pharmacy Department, Portiuncula University Hospital, Ballinasloe, Co Galway There is currently one vacancy in the Pharmacy Department at Portiuncula University Hospital, Ballinasloe, Co Galway A panel may be created for Pharmacist, Senior, PUH from which permanent and specified purpose vacancies of full or part time duration may be filled
Informal Enquiries	Richard Sykes, Pharmacist Executive Manager, PUH Email: Richard.Sykes@hse.ie Tel: (0)9096 48221
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email at personnel.portiuncula@hse.ie
Details of Service	The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties. The region comprises of 7 hospitals across 8 sites: • Letterkenny University Hospital (LUH) • Mayo University Hospital (MUH) • Portiuncula University Hospital (PUH) • Roscommon University Hospital (RUH) • Sligo University Hospital (SUH) incorporating Our Lady's Hospital Manorhamilton (OLHM) • Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

	The region's Academic Partner is University of Galway. The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff Vision Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff. Guiding Principles Care - Compassion - Trust – Learning Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to: • Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. • Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. • Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with University of Galway and other academic partners. • Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.
Mission Statement	Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer. OUR GUIDING VALUES Respect - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. Compassion - we treat patients and family members with dignity, sensitivity and empathy. Kindness - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. Quality – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. Learning - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. Integrity - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. Team working – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. Communication - we communicate with patients, the public, our staff and stakeholders,

	empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability. <i>These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.</i>
Reporting Relationship	The post holder will report to the Pharmacist Executive Manager and relevant Chief 2 Pharmacist/ Deputy PEM
Purpose of the Post	To contribute to the expansion of ward-based clinical and other specialist and general pharmacy services by providing agreed levels of pharmaceutical care to patients or any other assignment appropriate to the grade of Senior Pharmacist as needed and determined by the Pharmacist Executive Manager and relevant Chief 2 Pharmacist/DPEM.
Principal Duties and Responsibilities	• The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme <u>Clinical Services</u> <i>As a Senior Pharmacist you will:</i> • Supervise the supply of drugs, pharmaceuticals and other related items as may be required. • Support nursing staff on the monitoring of medication supply systems • The provision of advice, as required, to medical and nursing staff on the proper and economic use of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage designed to deliver optimal care economically. • Provide a patient focused clinical pharmacy service including prescription review, patient counselling, and medication reconciliation on admission and transfer/ discharge • Participate in the development and expansion of ward clinical pharmacy services • To co-operate with clinical, scientific and nursing staff on the maintenance and development of new methods of treatment • To participate when required in the hospital Drug & Therapeutics Committee and Infection Control Committee. • To supervise and manage pharmacists and other staff assigned to him/ her • To ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided. This will involve providing help and advice to patients and staff on all aspects of therapy and collaborating with community pharmacists to ensure continuity of supply of medication where necessary. <u>Educational</u> <i>As a Senior Pharmacist you will:</i> • Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, journal club and other educational events. • Supervise and tutor pharmacy students, pharmacy technician students and other students during work experience placements in the department.

- Participate in continuing education and research activities consistent with the post. Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual.

General

As a Senior Pharmacist you will:

- Develop and implement policies, procedures and guidelines relating to medicines management.
- General administrative and financial duties including recording keeping and drug use monitoring.
- Participate in multidisciplinary working groups and committees as required.
- To supervise and manage any pharmacist and other staff assigned to him/ her;
- Where a Chief Pharmacist has been assigned responsibilities to co-operate with and assist him/ her in the performance of his/ her duties and responsibilities as required.
- To perform such other duties appropriate to the office of Senior Pharmacist as may be assigned to him/ her from time to time by the Chief Pharmacist.

Health & Safety

As a Senior Pharmacist you will:

- Each employee is responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies.
- All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.
- Employees must attend fire lectures annually and must observe fire orders
- All accidents within the Department must be reported immediately
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health & Safety Policies and Fire Procedure
 - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

	Risk Management, Quality, Health & Safety • Adequately identifies, assesses, manages and monitors risk 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 Standards etc. and 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. Education & Training • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. 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	Candidates must on the closing date: 1. <u>Professional Qualifications, Experience etc</u> a) Eligible applicants will be those who on submission of completed application: i) Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered. And ii) Have at least three years satisfactory post registration hospital experience. And iii) Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office. Annual Registration On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by the Pharmaceutical Society of Ireland. Health A candidate 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. Character Each candidate for and any person holding the office must be of good character
Post specific Requirements	• Candidates must demonstrate depth and breadth of experience of working in a hospital pharmacy as relevant to the role.
Other requirements specific to the post	• Candidate must be fluent in both written and spoken English • Candidate should have a commitment to Continuing Professional Education • Flexibility with regard to working hours and clinical rotations to meet the demands of

	the Senior Pharmacist role in Portiuncula University Hospital.
Skills, competencies and/or knowledge	• Demonstrate evidence of editorial-level management of medicines information systems that provide information directly to clinicians providing patient care • Demonstrate excellent stakeholder relationship management skills with colleagues and in dealing with all levels of medical doctors and nursing staff. • Demonstrate ability to lead, train and work effectively with peers and managers • 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 effective communication skills including: the ability to give constructive feedback to encourage learning. • Demonstrate awareness and appreciation of the service user. • Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. • Demonstrate evidence of computer skills including Microsoft Word, and Excel • Demonstrate a working knowledge of the hospital IT system.
Campaign Specific Selection Process Ranking/Shortlisting/ Interview	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> 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.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at

	https://www.hse.ie/eng/staff/resources/diversity/
Code of Practice	The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.cpsa.ie
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description 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.	

Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and is full 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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The salary scale for the post is (01/06/2026): €77,045, €80,586, €81,719, €82,848, €82,987, €84,565, €86,303, €89,345. 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 weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage.
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. <i>* Public Servants not affected by this legislation:</i> 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.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
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/service¹, 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 procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy

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| | <ul style="list-style-type: none">• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. |
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Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.