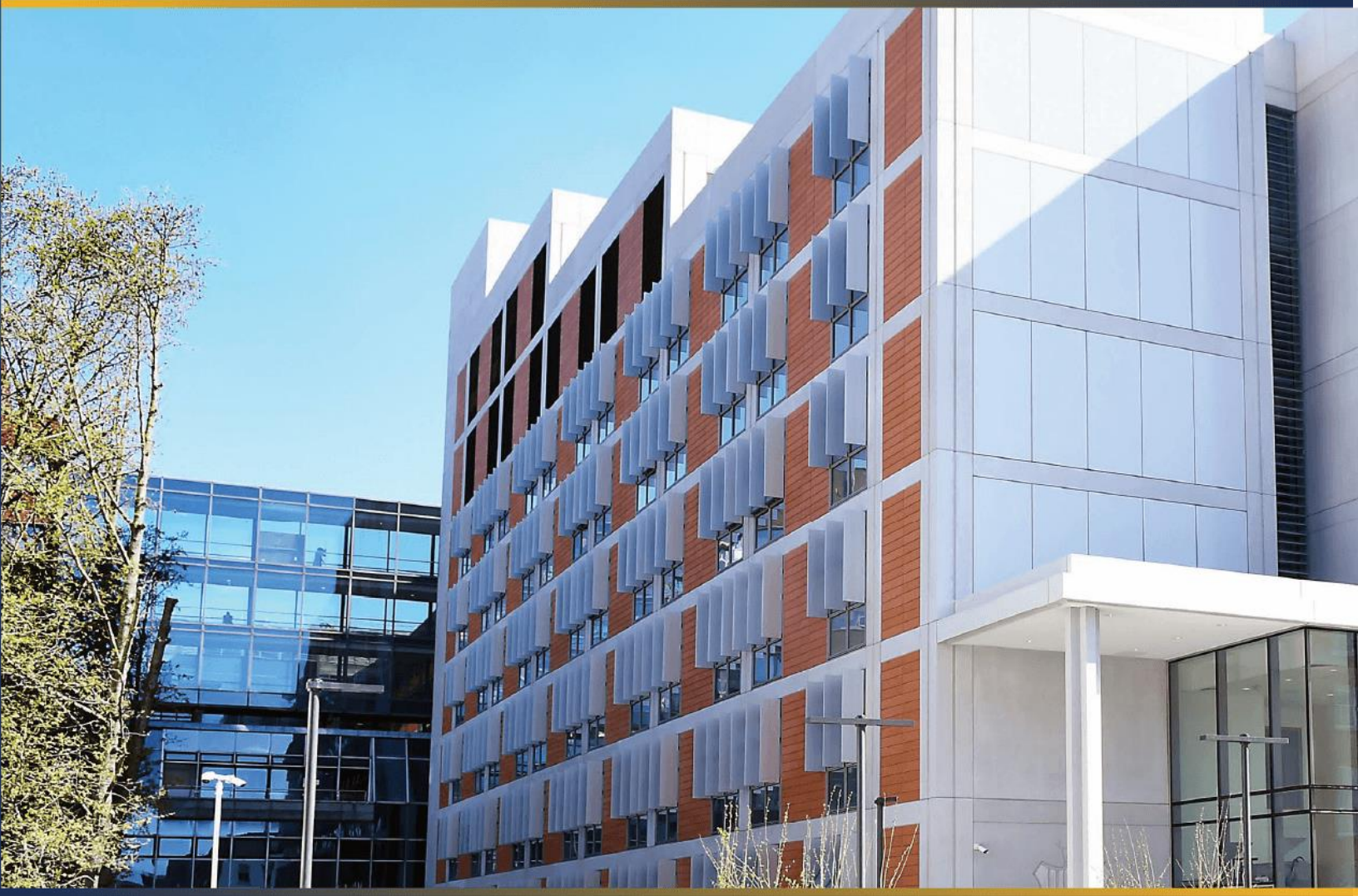
Mater University Hospital



Advanced Specialist Pharmacist; Drug Safety

Pharmacy Department

Job Description & Person Specification

Job Title / Grade:

Advanced Specialist Pharmacist – Drug Safety

Department:

Pharmacy

Directorate:

Pharmacy and Medicines Optimisation

Location:

Mater Misericordiae University Hospital

Reporting Relationship:

Drug Safety Facilitator

Responsible to:

Head of Pharmacy Services

About The Role

The Pharmacy & Medicines Optimisation (PAMO) Directorate plays a pivotal role in the safe, effective and economic provision of pharmaceutical care to MMUH patients. The PAMO Directorate workload is intrinsically bound with the work of a variety of other Departments, Directorates and Hospital Management. The core services delivered within the PAMO directorate include Clinical Pharmacy, Dispensary, Drug Safety, Medicines Information and Pharmacy Cancer Services.

This Drug Safety Service post promotes safe medication practices and leads proactive medication safety initiatives hospital wide in line with the MMUH Medication Safety Strategy. The post also supports review and analysis of reported medication incidents to detect and correct any errors in the medication-use system.

Job Description

Job Purpose:

The provision of a pharmaceutical service to patients consistent with the mission and ethos of the Pharmacy Department and the hospital.

Mission Statement: The Pharmacy Department strives to safely and efficiently source, acquire, purchase, store, formulate, compound and distribute all drugs and medicines used in the Mater Misericordiae Hospital, to the highest standards, as well as to advise on the safe, effective and rational use of these drugs and medicines, so as to improve the quality of life of patients who come under our care

Key Responsibilities:

General

- Maintain an awareness of the primacy of the patient in relation to all activities.
    - Demonstrate behaviour consistent with the values of the hospital.
    - Participate in the pharmacy service as part of a punctual, dedicated and professional team.
    - Create, promote and maintain open communications and healthy working relationships.
    - Recruit, train, lead and supervise a team of skilled staff.
    - Maintain the principles of equity, accountability and quality in daily work.
    - Participate in departmental mentor / mentee & tutor / tutee programmes.
- The Advanced Specialist Pharmacist practices to a high level of capability across six domains of advanced practice aligned with International Pharmaceutical Federation (FIP) Advanced Level II in the specialist area of practice. The six domains of advanced practice are defined as follows:
    - Expert Professional Knowledge
    - Working with Others
    - Leadership
    - Management
    - Education, Training and Development
    - Research and Evaluation

Pharmacy

- The purchase, storage, supply, rationalisation and dispensing of drugs consistent with safety, quality and value for money.
- Ensure drug storage, picking, labelling, packaging and delivery are undertaken in accordance with departmental, and hospital procedures in a safe and effective and expeditious manner.

Key Responsibilities Cont.

- Adhere to all relevant legislations e.g. Pharmacy Act 2007, guidelines and standards with regard to Standards of practice, Continuing Professional Development etc.
- Identify defects in supplies and / or equipment within the service and liaise with the Pharmacy Management and suppliers regarding replacement and repair.
- Implement corrective actions and record details as a result of variances.
- Provide advice to medical and nursing and other healthcare professional staff. This includes appropriate review and clinical input as required on all aspects of the medication use process.
- Ensure that the relevant documentation or electronic files are generated, reviewed and stored in the appropriate manner in accordance with current and evolving standards.
- Ensure the safe & cost effective use of drugs & resources by service manager liaison and documentation submission through the appropriate mechanisms & hospital committees.
- Appraise Pharmacy management of practice changes likely to changes in pharmacy policies, procedures, protocols, guidelines (PPPGs) or expenditure / purchasing patterns.
- Communicate any concerns regarding the use, storage, ordering and disposal of medicines to the relevant Consultant staff, Nurse Manager and Pharmacy Management.
- Support drug reimbursement processes and formulary development & implementation.

Working with Others, Management & Leadership

- Support the Drug Safety Facilitator (DSF) in leading & managing the Drug Safety Service.
- Lead and manage projects assigned by the DSF, Pharmacy Head of Operations and the Head of Pharmacy Services with reference to the safe use of drugs.
- Demonstrate professional leadership through effective communication with other clinical practitioners and motivation of staff.
- Perform & supervise all duties and responsibilities in line with Pharmacy and hospital PPPGs.
- Ensure best practice & compliance with agreed clinical guidelines & ensure hospital staff are made aware of such guidelines where appropriate.
- Optimise pharmacy resources, skills and knowledge utilisation through monitoring and evaluation, underpinned by research and professional development.
- Contribute to service planning processes.

Key Responsibilities Cont.

Expert Professional Knowledge – Drug Safety Service

- Deliver drug safety services within a safe & effective, clinical & operational framework.
- Manage Pharmacy projects assigned by the Pharmacy Head of Operations / Head of Pharmacy Services & with particular reference to safe drug use.
- Participate in hospital committees, as appropriate for the dissemination & collation of information regarding drug safety education, best practice, benchmarking & audit.
- Implement changes in procedures, techniques or technologies regarding drug safety, pharmaceutical care & clinical practice.
- Manage the timely collation & input of all data from the Drug Safety Service concerning training, education & audit in line with departmental & hospital policies.
- Liaise with clinical staff to ensure safe, standardised drug use processes.
- Co-ordinate & facilitate hospital projects & initiatives related to drug safety & the interpretation of drug variances benchmarked against national & international best practice
- Collate data from internal & external sources to establish benchmarks & lessons learned from other national & international drug safety initiatives.
- Act as a professional resource in advising pharmacists and health care professionals in drug safety practices.

Quality, Safety & Risk

- Develop and implement appropriate Key Performance Indicators for the provision & audit of a safe & comprehensive Drug Safety Service to ensure it reflects current needs.
- Support compilation, distribution implementation & maintenance of PPPGs & service communications developed by Pharmacy, including institutional implementation & dissemination.
- Adhere to all departmental & hospital wide Health & Safety procedures and promptly address all areas of non-compliance.
- Be competent to facilitate audit & inspection of Pharmacy Services with regard to statutory bodies including Health Products Regulatory Authority (HPRA), Pharmaceutical Society of Ireland (PSI) & Health Information & Quality Authority (HIQA).
- Participate in risk management; identify risks and take responsibility for appropriate action
- Report drug variances, when appropriate, & to ensure compliance with drug safety practice initiatives in the hospital
- Lead and contribute to audit and quality improvement initiatives.

Key Responsibilities Cont.

Clinical Pharmacy

- Provide a ward-based clinical pharmacy service. This includes ward-based drug review, clinical input on all aspects of the drug use process and the provision of advice to healthcare professional staff
- Ensure that drug chart review & transcription are undertaken in a safe and effective and timely manner and that drug use operational processes meet relevant standards.
- Support review and implementation of the MMUH drug formulary.
- Educate patients on drug therapy as required.
- Contribute to the organisation's wider antimicrobial stewardship programme.

Education, Training and Development, Research and Evaluation

- Actively promote the implementation of evidence-based practice within the organisation.
- Collaborate with the MDT to contribute to research and its application within the organisation.
- Participate in education and training in an external environment as required by the Head of Pharmacy. This may include having teaching responsibility in universities.
- Participate in mandatory training programmes.
- Maintain PSI registration, education and competency requirements for the position.
- Lead and participate in teaching, continuing education & research activities consistent with the goals of the Pharmacy, the PAMO Directorate & the hospital.
- Train staff and support on-going education and development of pharmacy colleagues.
- Develop & deliver presentations to attain & maintain safe drug practices in the hospital.
- Present research or evaluation findings at research or professional symposium as appropriate.
- Identify own training needs and provide evidence of maintaining and updating specialist and general pharmacy knowledge.

Other Duties

- Provide cover to Pharmacy services as instructed by the Head of Pharmacy Services / Deputy.
- Act as a role model to pharmacy staff and all other MDT members, working as a pharmacist expert and networking with peers in other organisations.
- Ensure a high level of teamwork in the Department.
- Motivate team members, through the use of agreed goals & objectives.
- Ensure LEAN Six Sigma practices are employed where possible.
- Possess a knowledge of hospital technology systems & participate in further technology developments, including electronic prescribing, to optimise the drug use in the hospital,
- Participate in on-call duties & extended opening rosters including weekend opening as may from time to time be assigned by the Head of Pharmacy Services.

Person Specification

Job Title / Grade:

Advanced Specialist Pharmacist – Drug Safety

Department:

Pharmacy

Location:

Mater Misericordiae University Hospital

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	a) Registered Pharmacist with the Pharmaceutical Society of Ireland or be entitled to be registered. b) Possess a Level 9 or higher post registration, postgraduate qualification on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland relevant to pharmacy practice or an equivalent relevant qualification AND 4 years post registration hospital experience, of which at least 2 years must be in pharmacy services demonstrating the required level of specialist practice, OR, Evidence of continuing professional development (CPD) including relevant courses in an area relevant to the role and 5 years post registration hospital experience of which at least 3 years in pharmacy services demonstrating the required level of specialist practice	Experience of; a) Interdisciplinary team management in the hospital environment. b) Pharmacy staff training c) Risk Management and Medication Training d) Implementing Drug Safety initiatives

CRITERIA	ESSENTIAL	DESIRABLE
Professional Knowledge	a) Clinical, leadership, managerial and administrative knowledge & ability for the post. b) The role and responsibilities of all hospital pharmacy grades c) All aspects of Pharmacy legislation and its application to hospital professional practice. d) Health & safety legislation and other relevant laws, regulations and codes of practice to maintain a safe work place for staff. e) Supervisory and training experience with both professional & technical grades.	a) Awareness of the role of Pharmacy on hospital committees. b) The role of pharmacists in all aspects of patient care including primary & secondary care.

CRITERIA	ESSENTIAL	DESIRABLE
Core Competencies	a) Self-motivated and committed towards quality service provision. b) Motivates others. c) Person-centered focus that is respectful and assertive towards all contacts. d) Enjoys team work. e) Honest and trustworthy f) Accurate g) Computer literate h) Excellent oral and written communication skills. i) Ability to plan, manage and implement pharmacy projects. j) Can prioritise workload.	

CRITERIA	ESSENTIAL	DESIRABLE
Capabilities	a) Communication: Strong oral and written communication skills: listens, questions, and explains in a succinct and evidence-based manner. Adapts style of communication to suit the audience. b) Influence and collaboration: Takes time to build strong alliances across the hospital. Communicates ideas respectfully, acknowledging the value of what is already there c) Project Management: Sound project management skills: providing clear direction and structure, delegating, monitoring, seeing interdependencies, balancing risk, adapting, delivering results	a) Innovation: Adaptable, open to change and new ways of working in a complex, dynamic environment. Drives a culture of continuous improvement and innovation. b) Authentic Leadership: Role model of authenticity and integrity. Treats everyone with respect. Balances a calm and measured approach with the energy to inspire. c) Strategic Capability: Demonstrates a strategic mind-set. Ensures patient access and care are at centre of planning and operations. Proactively plans for development, retention, and succession

General Responsibilities and Accountabilities

1. Confidentiality

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.

2. Policies & Procedures

You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

3. Hygiene Standards

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospitals requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.

4. Health and Safety

Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

5. Information Technology

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

6. Business Continuity Management

Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation" (BS 25999) All Staff employed in the Mater Misericordiae University Hospital are obliged to:

- make themselves familiar with the Organisational Business Continuity Plan
- attend BCM education sessions provided for them
- make themselves familiar with their individual roles as set out in their departmental business continuity plan if applicable and or the Organisational business continuity plan

These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.