Our Lady's Hospice & Care Services

Respite
Rehabilitation
Reassurance

Harold's Cross
Blackrock
Wicklow

JOB DESCRIPTION & PERSON SPECIFICATION

Senior Pharmacist

- **Full time or part time positions available**
- **Indefinite Duration contracts**
- **H.S.E. funded**
- **Based in Harold's Cross and Blackrock**

JOB DESCRIPTION

TITLE:	**Senior Pharmacist**
REPORTING TO:	Chief Pharmacist, Manager, Pharmacy, Our Lady's Hospice & Care Services.
SALARY SCALE:	As per Department of Health Consolidated Pay Scales (01/10/2021): **Senior Pharmacist €64,614 - €74,929** per annum pro rata. This position is funded by the H.S.E. **The successful candidate's salary will be calculated strictly on the number of years of relevant/comparable experience, i.e. each year of relevant/comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above.** For any salary queries please contact the HR department on: 01-491 25 94
HOLIDAYS:	**30 days** per annum pro rata
HEALTH:	A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service. **As an exceptional measure during the current pandemic, the position on offer is considered to be a Category A Frontline worker role which will be subject to a risk assessment and a requirement to be able to demonstrate vaccination for COVID-19.**
CHARACTER:	A candidate for and any person holding the office must be of good character.
HOURS OF WORK:	**Full time: (37 hours per week) | Part time: (0.5WTE - 18.5 hours) – (0.8WTE - 29.6 hours).** Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by your Head of Department/Deputy. There may be times when you will be required to work outside of the normal office hours. **(* Hours of work for this post will be subject to change with reference to Circular 14/2022 'Revision of Working Hours in the Civil Service' in relation to the Haddington Road Agreement. Upon implementation of the restoration of hours, the full time hours of work will be 35 hours per week for this post.)**
WORKING WEEK:	Will be determined by the needs of the department between Monday and Friday, an average of 7.4 hours per day, and may be subject to change.
LOCATION:	This position is based in Harold's Cross and Blackrock however Our Lady's Hospice & Care Services (OLH&CS) currently operates across three sites; Harold's Cross, Dublin 6W, Blackrock Hospice, Sweetman's Avenue, Blackrock, Co. Dublin and Magheramore, Co. Wicklow.
ETHICAL CODE:	The post holder is expected to respect the special charism, ethos and tradition of Our Lady's Hospice & Care Services and to observe and comply with its general policies, procedures and regulations.

CONFIDENTIALITY: You will have access to various types of records/information in the course of your work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other Hospital business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

JOB PURPOSE To work with the Chief Pharmacist in the provision of a pharmacy service to OLH&CS and to lead areas of service development as required. To provide pharmacy services to palliative care, rheumatology and older persons services including dispensing, clinical pharmacy services, medication safety initiatives and medicines information services, including the OLH&CS-based national medicines information service for palliative care, *Palliative Meds Info*.

DUTIES AND RESPONSIBILITIES

The Senior Pharmacist will undertake duties appropriate to the grade, subject to the supervision of the Chief pharmacist which will include the following:

1. To work with the Chief pharmacist to develop and deliver pharmacy services for Harold's Cross Blackrock Hospice and Wicklow Hospice.

2. The supervision, dispensing and supply of medicines and other related items as may be required.

3. Ensuring that the purchase, storage and supply of all medicines and related items is operated in the most cost-effective manner which is consistent with high quality patient care, at pharmacy, ward and department levels, and with reference to legal requirements, transit, security and conditions of chemical and physical stability. Providing instruction to other staff in carrying out duties relating to this as appropriate.

4. To provide ongoing review as required to ensure medicines management practices at Harold's Cross, Blackrock Hospice and Wicklow Hospice are in compliance with legal requirements and represent best practice and best use of resources.

5. The provision and development of ward and clinical pharmacy services in accordance with best practice standards, including prescription and healthcare record review, medicines reconciliation on admission and discharge and the provision of advice to medical and nursing staff and other professional staff to provide the highest quality pharmaceutical care of patients.

6. Coordination and development of medication safety initiatives in the organisation as part of an interdisciplinary team.

7. The provision of medicines information services and advice services including contributing to the work of the OLH&CS-based national medicines information service for palliative care, Palliative Meds Info.

8. Communicate to medical and nursing staff and other staff on the rational and safe use of medicines by provision of information in relation to medicines and medicines usage, including financial information.

9. Identify, report and act as appropriate on medication safety related risks and incidents.

10. Working with the Chief pharmacist, other pharmacy colleagues and with nursing and medical staff to participate in a system of medicines management which utilises the patients' own medications and safe systems of assessing and facilitating self-administration of medicines by patients and residents if and where such a system has been deemed appropriate.

11. Participation in the discharge planning of patients and liaison with community-based health professionals when deemed necessary.

12. The maintenance of records for the purchasing, quality control, compounding and dispensing of medication to the standards required.

13. Participation in on-going provision of safe systems of generic substitution and of contract review with external service providers to pharmacy.

14. Participation in policy development under the direction of the Chief pharmacist, to ensure adherence to best practice in medicines use and to ensure legal compliance with new and existing pharmacy legislation.
15. Co-operation with clinical, scientific and nursing staff and others as appropriate, to facilitate patient safety and patient care in the management of new and existing treatment strategies.

16. Participation in multi-disciplinary hospital committees when deemed appropriate by the Chief pharmacist.

17. Participation in multi-disciplinary medical consultant-led ward rounds and multidisciplinary team meetings when deemed appropriate by the Chief pharmacist.

18. Supervision and management of any pharmacy staff assigned to the post holder.

19. Participation in the teaching and training (including in-service training) of pharmacy and other staff as may be required. To participate in in-service learning courses as may be required. From time to time mandatory participation at in-service learning programmes will be required.

20. To participate in continuing professional development and to keep records of this as necessary, in keeping with legal and ethical requirements.

21. Participation in audit and research as deemed necessary by the Chief Pharmacist.

22. Where the 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.

23. Performance of other duties appropriate to the office, as may be assigned to him/her by the Chief Pharmacist and/or the Chief Executive Officer.

Supervisory Responsibility

- To perform the supervisory functions of a pharmacist in accordance with legal requirements and with internal policy and procedures.
- Develop and review standard operating procedures to govern the pharmacy service at Harold's Cross and Blackrock Hospice.

Education, Training and Self-Development

- Participate in mandatory training programmes.
- Assist in the induction and training of new pharmacy staff as required by the Chief Pharmacist.
- Engage in personal development planning and performance review for self and others as required.
- Take part in training / supervision of staff / students as appropriate.
- To be aware of current developments and issues in health care by reading current literature and keeping abreast of new developments, attending 'in-house' seminars, lectures and courses when possible and as appropriate in consultation with your head of department.
- To assume responsibility for his/her own professional development and safe work practice and to assist the pharmacy department in maintaining records of continuing professional development as required by the Pharmacy Act 2007.

Quality, Safety and Risk

The Senior Pharmacist will:

- Follow agreed policies, procedures and safe practices in the workplace
- Assist in ensuring the safety of self and others, and the maintenance of safe environments and equipment used in pharmacy.
- Assess and manage risk in their assigned area(s) of responsibility including medication error reporting as per pharmacy SOP and organisational policy.
- Support a non-punitive approach to incident reporting relating to medication and patient safety.
- Manage product defect, recall and caution notifications relating to medicines according to pharmacy SOP and as directed to by the supervising pharmacist.
- Take the appropriate timely action to manage any clinical or non-clinical safety incidents or near misses within their assigned area(s).
- Use equipment and appliances in a safe manner.
- Comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply with relevant Health and Safety responsibilities as outlined in Hospital Policies and pharmacy SOPs
- Take reasonable care to protect her/his own safety, health and welfare and that of any other person who may be affected by her/his acts or omissions at work

General

- Have a working knowledge of and adhere to Our Lady's Hospice & Care Services' policies at all times
- Perform such other duties appropriate to the post as may be assigned from time to time by the management or a nominee and to contribute to the development of the post while in office.
- Ensure confidentiality in all matters of information obtained during the course of employment
- This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

Professional

- To ensure confidentiality on all matters and information obtained during the course of employment.
- To have a working knowledge of Our Lady's Hospice & Care Services policies.
- To present and act in a professional manner at all times and ensure colleagues do likewise.

Garda Vetting

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Clearance form.

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. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

PERSON SPECIFICATION		
Criteria	**Essential**	**Desirable**
Qualifications	▪ Be registered with the Pharmaceutical Society of Ireland (The Pharmacy Regulator) or be entitled to be so registered. ▪ Have a full driver's licence and access to own car.	▪ A post-graduate qualification in hospital or clinical pharmacy or equivalent is highly desirable.
Experience	▪ Minimum of three years relevant post registration experience as a pharmacist. ▪ Experience working in hospital pharmacy practice	▪ Have an interest in working in palliative care ▪ Have previous experience working in palliative care or in related specialties. ▪ Have previous experience working in Rheumatology or Older Persons Services
Core Competencies		
Professional Knowledge and Skills	• Possess the requisite knowledge and ability including a high standard of suitability for the proper discharge of the duties of the post as outlined above. • Be able to demonstrate a high level of competence in clinical pharmacist skills. • Be able to demonstrate an awareness of accepted national and international standards relating to medication safety and risk management. • Be able to demonstrate and apply previous experience of research and audit at either undergraduate, postgraduate level or in the work environment • Have a particular interest in the specialities at Our Lady's Hospice and Care Services. • Good IT skills, in particular with pharmacy programmes.	
Leadership Skills	• Show strong initiative; and decision-making skills. • Have the skills and knowledge to supervise staff and interact with management as required. • Be able to lead in the day to day running of pharmacy services in collaboration with team members • Be able to lead in the on-going development & continuous improvement of pharmacy services as required. Be able to work in a pressured environment with a high level of responsibility.	
Teamwork	• Ability to work as part of a team and alone, with minimal supervision • Have a team-based, consultative and highly flexible approach. Be able to bring new ideas/initiative to fruition.	
Problem Solving & Decision Making	• Be able to act quickly to address urgent matters. • Have basic finance and budgeting knowledge and draws on this to make decisions.	

Planning & Organising	• Have the ability to work under pressure and to meet deadlines • Be able to multi-task, without losing focus • Manage competing and changing priorities
Attention to detail	• Have a high level of attention to fine detail and accuracy.
Flexibility	• Be flexible and able to adapt to change.
Organisational Knowledge	• Understand how each department contributes to overall strategic goals • Demonstrate a knowledge of the ethos and core values of Our Lady's Hospice and Care Services • Understand national health strategies/structures relevant to their service • Have an appreciation of the some of the current challenges facing healthcare in Ireland and an insight into the current and potential role of pharmacy in meeting these challenges
Interpersonal/ Communication Skills	• Have a high level of English language & numeracy skill • Have excellent communication and interpersonal skills • Have ability to build strong relationships at all levels within the organisation • Have ability to express and address issues clearly, both written and orally and articulate them to management and staff • Demonstrate strong communication and influencing skills • Listen openly, using questions to check for understanding/avoid misinterpretation. • Demonstrate knowledge and awareness of need to respect patient/residents and staff privacy. Display awareness and appreciation of the nature of the services provided and the ability to empathise with and treat others with dignity and respect.