SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork

Job Description for the post of:

Senior Pharmacist

Temporary Part-time – 2 posts available *

***Post 1: 25.5 hours per week**
Contract Duration: 12 months

***Post 2: 29.9 hours per week**
Contract Duration: until September 2023

This document sets out the manner in which applications are accepted for the above post. It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

Please apply with an up-to-date Curriculum Vitae and Cover Letter for the attention of the Human Resources Manager on the following website:

https://www.rezoomo.com/company/south-infirmary-victoria-university-hospital/

The latest date for receipt of applications is:

1.00pm, Friday, 18th November 2022

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do post interviews.
A panel may be formed.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 39,000 discharges and 71,000 Consultant Controlled OPD attendances each year. We are part of the South/South West Hospital Group.

Services provide include Orthopaedic and Ophthalmic, Oncology, General Surgery, Pain, Radiology, Plastics Surgery, Anaesthesiology, Oral and Maxillofacial Surgery. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital.

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedures Room.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SIVUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires
Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on
www.sivuh.ie

Details of the Post

Title / Grade:
The title and grade of the post is Senior Pharmacist.

Grade Code:
3239

Responsible to/Report to:
The post holder will be responsible to and report to the Chief II Pharmacist.

Working Relationships:
Liaise with all Medical, Nursing, Health & Social Care Professionals, Heads of Departments, Clerical/Administrative staff, members of the public and external agencies and other Hospitals / services as required.

Qualifications:
A candidate must, on the latest date for receiving completed applications for the post:

1. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI), or be entitled to be so registered.
2. Have not less than 3 years satisfactory post-registration hospital experience.
3. Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the post.

Desirable:

1. Demonstrate a keen interest in and/ or experience in anti microbial subject matter.
2. Demonstrate depth and breadth of hospital pharmacy experience.
3. Demonstrate patient-centred focus.
4. Demonstrate experience in reviewing individual prescriptions and medicines reconciliation.
5. Demonstrate team working skills, both within the pharmacy and in a multi disciplinary capacity across medical and surgical specialities.
6. Demonstrate the ability to multi task, work flexibly and under pressure.
7. Demonstrate the ability to work alone and to exercise initiative.
8. Demonstrate leadership and decision-making ability.
9. Demonstrate effective communication skills including those applicable to patient counselling, presentation skills and report writing.
10. Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.

Note:
If being processed for appointment, **original documentation** will be sought for:
(i) All qualification requirements for the post.
(ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:
(i) Provide documentary evidence that you possess same.

Character
A candidate for and any person holding the office must be of good character.

Health:
A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre placement health assessment. This assessment will be provided by the Hospital.

Purpose of the Post

To assist with the provision of a high quality pharmacy service to the wards and departments of the South Infirmary Victoria University Hospital.

Main Duties & Responsibilities

As a Senior Pharmacist, the following duties should be carried out where required to ensure the provision of a comprehensive pharmaceutical service:

Clinical, Ward and Dispensary Services

- Participate as a member of the Pharmacy team in the provision of dispensary-based services and clinical pharmacy services by participating in the rota of all services provided by the department.
- Provide a patient focused clinical pharmacy service including prescription review, formulation review, medication reconciliation on admission and/or discharge and patient counselling.
- Contribute to the further development of the inpatient clinical services.
- Participate in the provision of the Aseptic Oncology service and the Warfarin Clinic services for which full training will be provided if required.
- To ensure that the purchase, storage and supply of all items is operated in a manner to maximise efficiency.
- The maintenance of records for purchasing, quality control, compounding and dispensing to the standards required.
- Ensure quality & equitable patient care by working closely with other disciplines and evaluating cost/benefit outcomes of drug utilisation.
- Ensure all legal requirements are met in relation to purchase, tracking and drug utilisation.
- Ensure correct conditions are maintained to ensure chemical and physical stability of drugs, pharmaceuticals and related items.
- Identify and manage budgetary control mechanisms through the use of computerised data in relation to tracking and drug utilisation.
- Respond to medicines information queries as required to medical and nursing staff to support the safe and economic use of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage.
- Co-operate with Medical, Nursing and Paramedical Staff on development of new methods of treatment.
- Develop and keep up-to-date all necessary pharmacy policies and procedures and engage in consultation as required regarding same. Ensure all Pharmacy and other relevant staff are aware of same.
- Ensure that the needs of patients and professional staff are being adequately met and that a safe & effective service is provided.
- Supervise, train and manage the Pharmacist(s) and other staff assigned to him/her.

Educational

- To participate in the teaching and training (including in-service training) of pharmacy and other staff as required.
- Supervise and tutor pharmacy students and other students during work experience placements in the department.
- Engage in and keep up-to-date to ensure continuing Professional & Personal Development of self and others through research and practice based audit of standards. Attend such study days and continuing education courses as may be deemed necessary for both the service and the individual.

General

- Develop and implement policies, procedures and guidelines relating to medicines management.
- Carry out general administrative and financial duties including record keeping and drug use monitoring.
- Participate in internal and external audit and review as required or as deemed appropriate.

- To demonstrate flexibility and adaptability to change required in relation to strategic developments at local, regional & national level.
- To participate in the hospitals accreditation programme or any other quality initiatives that may exist.
- Co-operate with Risk Management Programmes, Accreditation Process, Health & Safety Programmes, other relevant programmes & processes.
- Ensure strict Patient confidentiality.
- Co-operate with the maintenance and future development of information technology within the South Infirmary-Victoria University Hospital.
- Attend mandatory training and any other recommended training.
- Provide information, instruction, training and supervision of staff members under your remit, if applicable, in the context of management of Health & Safety such as PPE usage, chemical safety etc.
- Work co-operatively within a group and across Departments and services to achieve goals
- Foster a collegiate environment.
- Have the ability to understand and be tolerant of differing needs and viewpoints.
- Demonstrate an ability to lead, encourage, inspire and support others to deliver on priorities
- Possess the ability to understand how individuals, at all levels, operate and how best to use that understanding to achieve objectives in the most efficient and effective way.
- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, Waste Management, and Environmental Management etc.
- To work in a manner with due care and attention to safety and self patients, staff and other persons in the workplace with reference to the Safety, Health & Welfare at Work Act, 2005.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- 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, Medication Safety etc. Comply with associated HSE protocols for implementing and maintaining these standards as appropriate.
- Such other duties as may be assigned from time to time by the Chief II Pharmacist, Chief Executive or other designated officer.

Particulars of the Post

1. **Remuneration**

   Salary Scale: €67,890 - €78,728 per annum (pro-rata).

   Salary payment frequency will be monthly.
   Incremental credit may be granted in respect of recognised experience.
   Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form to the Wages & Salaries Department, SI-VUH within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible.

2. The post is temporary, part-time and pensionable.

3. **Annual Leave**

   Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in

compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 29 days per annum.

4. **Working Hours**

25.5 / 29.9 hours per week. Flexibility in consideration of service needs is required.You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Performance Monitoring**

Performance and conduct of the person appointed to this role will be monitored on an on-going basis to determine their suitability for continued employment in this role. Substantive post-holders, appointed to a temporary position, are also subject to performance management and any issues that may arise will be dealt with under the Hospital's disciplinary procedure. Termination of this appointment within or at the end of the contract for the role will be at the discretion of the South Infirmary-Victoria University Hospital.

7. **Notice**

When resigning, the post holder is required to give one month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**

VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.

9. **Confidentiality**

In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.

10. **Safety, Health & Welfare at Work**

The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**

Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the

hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.