

**Pharmaceutical Technician (Senior)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Pharmaceutical Technician (Senior)** (Grade Code: 3021) |
| **Campaign Reference** | **To be completed by Recruiter** |
| **Closing Date** | **To be completed by Recruiter** |
| **Proposed Interview Date(s)** | **To be completed by Recruiter** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Insert location**  There is currently **xx permanent / specified purpose / part time / whole-time** vacancy available in **xxxxxxxxxx**  A panel may be formed as a result of this campaign for **xxxxxxxxxxx** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Please provide name & contact details for person who will deal with informal enquiries** |
| **Details of Service** | * **What service does the unit provide** * **What client group is served by the unit** * **What are the possible future developments for the service?** * **What is the team structure?** * **What area is covered by this service?**   ***There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for*** |
| **Reporting Relationship** | **Please outline reporting relationships associated with the post.** Example:  The successful candidate will report to the Chief Pharmacist or his/her deputy. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | **What is the overall high-level purpose of the job?** Example: To assist with the provision of a high-quality pharmacy service to the hospitals, wards and departments covered by the Pharmacy Department. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**   * Participate in the development and expansion of ward pharmacy / clinical pharmacy services. * Undertake and participate in practice-based research and audit to improve the pharmacy service and patient safety. * Assist in managing the efficient running of the dispensary. * 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. * Provide 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. * Work with their colleagues in the hospital to implement good clinical pharmacy and multidisciplinary policies and practice to ensure safe and efficient use of medicines. * Participate in the audit, quality improvement and medication use review activities of the department. Collect data and maintain logs, records and other documentation as assigned. * Contribute to the procurement and supply of drugs, pharmaceuticals and other related items and to identify and accelerate strategies that generate cost efficiencies. * Ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality at pharmacy, ward and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Maintain records for purchasing, quality control, compounding and dispensing to the standards required. * Contribute to the collation of statistical and workload activity. * Liaise with the Chief Pharmacist and Pharmacy staff on matters concerning departmental procedures, safety, security and complaints concerning the service.   **Health and Safety**   * Ensure that work is carried out in a safe manner in accordance with the provisions of Health, Safety and Welfare at Work Act, the Pharmaceutical Society of Ireland (PSI) requirements and/or other relevant legislation or advice. * Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines and by participating in the hospital’s Medicines Safety reporting process. * Advise the supervisor of malfunctioning or unsafe equipment in the pharmacy. * Ensure the maintenance of standards of clinical hygiene within the pharmacy. * 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 and Training**   * Participate in continuing education and activities consistent with the post. * Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing, student technicians and other staff as may be required.   **Personnel / Administration**   * Carry out general administrative and financial duties including record keeping and medication use monitoring. * Supervise and manage any staff assigned to the post holder. * Co-operate and assist line management in the performance of his / her duties and responsibilities as required.   **The above Job Specification 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 have at the latest date of application: -**  ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/)  **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** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.**  **For additional information on departmental and/or role specific duties, please click here:** [**Role Specifics**](#Role_Specifics) |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * Demonstrate sufficient clinical knowledge and experience to carry out the duties and responsibilities of the role. * Demonstrate evidence of up-to-date pharmaceutical knowledge in the field. * Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrate an understanding of best practice in the area of pharmaceutical procurement. * Demonstrate evidence of effective computer skills including Microsoft Office and Outlook.   **Planning and Managing Resources**  *For example:*   * Demonstrate the ability to effectively plan and manage resources and an awareness of the importance of value for money. * Demonstrates good time management skills and adjusts priorities in response to changing circumstances. * Is flexible and adaptable, works well in a busy environment.   **Managing and Developing (Self and Others)**  *For example:*   * Demonstrate leadership and team skills including the ability to work independently and effectively in a multidisciplinary environment. * Demonstrate the ability to manage and develop self and others. * Delegates appropriately. * Demonstrate willingness to share knowledge and/or new ideas with staff and colleagues.   **Commitment to providing a Quality Service**  *For example:*   * Provides a high quality, person-centred service. * Demonstrates initiative and innovation in identifying areas for service improvement and an openness to change. * Is open to change; encourages and supports new and more effective ways of working. * Demonstrate an awareness and appreciation of the service user, understands the needs of the service user and works to ensure the pharmacy service meets these needs. * Demonstrate an awareness of the security considerations/confidentiality involved in working in a hospital pharmacy.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrate the ability to evaluate and synthesise information, problem solve and make effective decisions in a busy working environment. * Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input. * Gathers information from a number of reliable sources and people to enable them to make well-founded decisions / conduct research / audit. * Pays attention to detail, ensure the upkeep of accurate records / statistics etc.   **Communications and Interpersonal Skills**  *For example:*   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner (both verbal and written). * Demonstrate strong interpersonal skills; the ability to interact with a wide variety of stakeholders and to handle diplomatically any conflict situations that might arise. * Demonstrates the ability to impart information and advice regarding the safe, appropriate, and cost effective use of medications / tailors communication to suit audience. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  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.  The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification 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. | |

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**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  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 working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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.  ***\* Public Servants not affected by this legislation:***  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. |
| **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/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

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| **Departmental and / or** **role / context specific information**  *Here you will find role specific information related to working in different departments / contexts / areas.*  *This information has been sourced from previously advertised Job Specifications where additional information was provided to candidates to describe the specifics of a particular role in relation to duties & responsibilities and/or professional knowledge requirements.*  *This information is intended as a guide to possibilities and is not in any way prescriptive / exhaustive. You may wish to consider using the examples below* ***if*** *they are relevant to the role for which you are recruiting.*  *Please be aware of the* ***impact*** *that including additional professional knowledge indicators will have on your candidature – only knowledge that is absolutely necessary for effective performance in a the role should ever be included.*  *Please also remember that the minimum qualifications are already addressed in the Eligibility Criteria and these cannot be amended without consultation with National HR.*  *Also, consider carefully both the level of the role and the likelihood that candidates would have been able to gain that knowledge / experience in their career to date.* | | |
| **Department / Role / Context** | **Additional Duties & Responsibilities relevant to the role.** | **Professional Knowledge**  **(Skills, competency, knowledge)** |
| **NCCP** | * Supports the work of the NCCP Systemic Therapy Programme (STP). * Participates in the day-to-day operational work of the STP as well as progressing a variety of priority projects for the programme. This includes activity such as audits on SACT services and drug usage including the Oncology Drug Management System (ODMS), collation of workload activity, development and review of Systemic Anti-Cancer Therapy (SACT) policies to optimise patient care, improve efficiencies and reduce risks to the patient and healthcare professionals. | * Demonstrate knowledge and/or experience in Oncology and Haemato-oncology, either in a clinical setting or other patient centred environment as relevant to the role. * Demonstrate knowledge and/or experience in the use of SACT and familiarity with SACT drugs as relevant to the role. * Demonstrate knowledge and/or experience in data management in a research or operational context, as relevant to the role. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete the above table once you have finalised the Job Specification.**

**2) Please remember to delete any prompts (in dark blue) in the sections above**

**3) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)