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| **Job Specification; Sample Content****Pharmaceutical Technician Senior (3021)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The successful candidate will report to the Chief Pharmacist or their deputy. |
| **Purpose of the Post**  | ***For 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** | ***For Example:*** *The Senior Pharmaceutical Technician will:***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 & 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.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**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 their 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***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.
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