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| **Job Specification; Sample Content**  **Pharmaceutical Technician Staff Grade (3212)** | |
| **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 Pharmaceutical Technician (Staff Grade) will:*  **Professional / Clinical**   * Ensure 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 physical and chemical stability. * Check Shelves for expired stock and ensure stock rotation. * Be responsible for stock control including ward stocks. * Carry out the ordering of medicines, pharmaceuticals and other related items to ensure adequate stock levels in the pharmacy. * Maintain stocks of non-medicinal items ordered from central stores. * Maintain records of purchasing, quality control, compounding and dispensing to the standards required. * Ensure the receipt, checking and storage of goods received. * Carry out the assembly of requisitions for departments. * Carry out the assembly of prescriptions as may be appropriate. * Perform extemporaneous compounding as directed. * Carry out the pre-packaging of bulk preparations. * Be involved in checking processes in accordance with departmental protocols and procedures. * Liaise with management and staff in matters of departmental procedure and as and when issues arise. * Observe and report to the supervisor any unusual situations, occurrences, conditions or complaints including those related to drugs, drug requests, drug usage or security within the pharmacy or hospital. * Make recommendations to the supervisor as to how methods and procedures can be improved.   **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. * 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 and/or assist in the teaching and training (including in-service training) of pharmacy, medical, nursing 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. * Ensure invoices are processed promptly including following up on problems if necessary. * Maximise the use of technology as it relates to the role and operate computers as required. * 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:*   * Demonstrates sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrates evidence of up-to-date pharmaceutical knowledge in the field. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to learn. * Demonstrates evidence of computer skills including Microsoft Office and Outlook.   **Planning and Managing Resources**  *For example:*   * Demonstrates the ability to plan and organise in an effective and resourceful manner. * Demonstrates the ability to multi task and work under pressure. * Ability to manage self in a busy and changing working environment. * Demonstrates flexibility and adaptability in ensuring work is delivered. * Demonstrates awareness of the importance of value for money.   **Team Player**  *For example:*   * Demonstrates an ability to work individually and as part of a multi-disciplinary team. * Seeks to establish co-operative working relationships, sharing information and knowledge, as appropriate. * Understands own role in the team, making every effort to play their part.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to providing a quality service. * Demonstrates initiative and innovation in identifying areas for service improvement and an openness to change. * Demonstrates awareness and appreciation of the service user; treats service users with dignity and respect. * Demonstrates awareness of the security considerations / confidentiality involved in working in a hospital pharmacy.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrates the ability to evaluate information, solve problems and make effective recommendations in relation to service user care. * Demonstrates the ability to use skills in a range of routine situations requiring analysis or comparison of a range of options. * Demonstrates attention to detail, particularly in relation to record keeping. * Demonstrates the ability to impart information and advice regarding the safe, appropriate, and cost effective use of medications.   **Communications and Interpersonal Skills**  *For example:*   * Demonstrate effective communication skills both verbal and in writing. * Demonstrates strong interpersonal skills including the ability to interact directly with service users and members of a multidisciplinary team. * Is respectful, courteous and professional, remaining composed, even in challenging circumstances. * Actively listens to others and tries to understand their perspectives / requirements / needs. |