

**Pharmacist Executive Manager 3**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Pharmacist Executive Manager 3 incorporating Medicines Management. Model 4 Hospital Only**  (Grade Code: 3244) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **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.**  For example:  There will be one Pharmacist Executive Manager 3 for each model 4 hospital. The Pharmacist Executive Manager 3 will have a key responsibility in contributing to the medicines management component of clinical governance within a model 4 hospital, working with senior colleagues in other disciplines. The Pharmacist Executive Manager 3 will be located on the main model 4 hospital site and will retain overall responsibility for the management of pharmacy services to that hospital. |
| **Reporting Relationship** | **Please outline reporting relationships associated with the post:** Example: The post holder will report to the Assistant National Director / National Director / CEO / Hospital Manager. |
| **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. For example:   * Hospital Senior Management * Medical staff * Nursing staff * Pharmacy staff |
| **Purpose of the Post** | **What is the overall high-level purpose of the job?** Example:  The Pharmacist Executive Manager will lead and have overall governance responsibility for the pharmacy services in the model 4 hospital, relating goals and actions to the hospital’s strategic aims.   * The Pharmacist Executive Manager, using the HSE governance framework, will lead implementation of a medicines management policy for the model 4 hospital with its key managers. The Pharmacist Executive Manager will advise the Hospital Manager/CEO on consistency of this policy with relevant national policies. * The Pharmacist Executive Manager will help shape and contribute to Clinical Governance at the model 4 hospital. * The Pharmacist Executive Manager, in liaison with senior pharmacy colleagues, nursing, medical and financial colleagues, will contribute to the work of the hospital’s Drugs and Therapeutics committees, optimising governance of the introduction of new medicines as well as the safe and economic use of all medicines, within local and nationally assigned medicines budgets. This will include audit and monitoring of new medicines and related technologies and monitoring of prescribing against evidence based and licensed indications. * The Pharmacist Executive Manager will be as a key leader with clinical management responsibility, ensuring a high standard of hospital pharmacy services aligned to best international practice, ensuring innovation, adopting national initiatives and guidelines producing demonstrable improvements in service delivery. * The Pharmacist Executive Manager will strengthen professional leadership through effective communication, motivation and by challenging barriers to change, influencing others in sharing a common vision of safe, cost and clinical effective medicines use for the benefit of those receiving care in the service. |
| **Principal Duties and Responsibilities** | The Pharmacist Executive Manager 3 will:  **Professional / Clinical Responsibilities**   * Always work and act in accordance with the Code of Conduct of Pharmacists (PSI 2019). * Responsible for compliance with the requirements of the Pharmacy Act 2007. * Lead implementation of medicines management within the model 4 hospital, to enhance the safe and cost-effective use of medicines, to seek benefits of economies of scale and thereby optimising medicines usage. * Lead on the provision and development of clinical (patient-facing), aseptic compounding services, medicines information and clinical decision support systems, and supply services to ensure safe and appropriate treatment for all. * Promote a pharmacy value stream from admission to discharge, including the extension of hospital pharmacist expertise in the provision of home care and non-acute hospital care, to minimise the burden on model 4 hospital beds. Work in collaboration with those across the system to strive for effective joined up and smooth transitions of care for people. * Provide expert advice on pharmacy service matters including implementation of clinical care programmes and protocols for the care and treatment of patients in ambulatory care, continuing care within the clinical and corporate governance of the hospital. * Provide medicines expertise to the Drugs and Therapeutics Committee. * Provide medicines expertise to other hospital committees as appropriate, for example health and Safety, antibiotic stewardship, research and clinical trials. * Contribute to hospital strategy in the use of technology in medicines management and clinical decision support, to include electronic prescribing, applications (‘aps’) for patient care portable devices, pharmacy inventory and financial management software and the use of robotics. * Provide leadership and implement organisation-wide systems to ensure pharmacy team members identify and optimise treatment with high risk medicines and antimicrobials. * Ensure pharmacy team input is an integral part of the design of any service involving medicines. * Ensures processes are in place to provide safe supply of clinically indicated medicines when needed both in and out of hours.   **Managerial Responsibilities**     * Continually seek opportunities to strengthen leadership at the highest level. * Actively participate in creating and influencing the strategic development of the model 4 hospital. * Manage an effective, efficient and economic hospital pharmacy service in accordance with local hospital needs, pharmacy and medicines legislation, the Pharmacy Act 2007, Medicinal Products, Prescription and Control of Supply and Misuse of Drugs Regulations and other legal requirements. * Lead on pharmacy service planning and monitoring considering skill mix, staff resources and advances in technology. * Drive change where required as identified. * Contribute to the management of capital and revenue budgets that relate to pharmacy. * Provide analysis of medicines usage data and cost as part of a national reporting system. * Participate in the effective development and implementation of a medicines usage national reporting system. * Ensure that there are effective pharmacy personnel retention and recruitment strategies in place developing staff skills to support practice at their highest skill level. * Advise hospital management on manpower planning, as an integral part of service planning, in accordance with the pharmacy value stream from admission to discharge. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Carry out and participate in the pharmacy and individual performance review. * Act as a spokesperson on pharmacy for the hospital as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **Education and Training**   * Establish the training and development needs of all hospital pharmacy staff. * Ascertain and organise resources for identified training. * Actively support a culture of continuous learning where all members of the pharmacy team acknowledge their role as learners and educators. Continued learning and CPD opportunities are provided for all members of the pharmacy team. * Encourage and support research in accordance with service needs. * Encourage and support the publication of research in appropriate formats/media. * Ensure the participation of staff in mandatory training programmes. * Supports the pharmacy team to identify and use opportunities for adoption, collaboration, networking and sharing of best practice internally and externally. * Act as adjunct Senior Lecturer / Professor in a School of Pharmacy or Health Sciences faculty, as agreed by appointment to relevant faculties. * Provide opportunities to support the training pipeline via provision of experiential placements as part of APPEL training for pharmacy students and pharmacy technician student placements * Identify own training needs and keep a portfolio of practice - maintain and update specialist and general pharmacy knowledge in core areas.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**   * Ensure pharmacy services operate a safety culture that aligns with organisational, national and professional guidance. * Contribute to the strategic clinical governance agenda, with an emphasis on medicines management, contributing the synthesis of relevant medicines policies and systems and their implementation, monitoring and on-going audit for the delivery of a safe and effective hospital pharmacy service. * Support serious incident investigations directly involving medicines or involving harm from medicines * Ensure that medication safety is embedded in the organisation and advise the Hospital Manager/CEO on medicines management issues and the management of risks associated with medicines, including compliance with approved national standards for medicines selection, use and audit. * Work through engagement with model 4 site colleagues and Hospital Manager/CEO to implement HIQA Standards as they apply to the role. * Promote a safe working environment in accordance with Health and Safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.   Promote 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, the National Incident Management System (NIMS), and reporting to the Healthcare Products Regulatory Authority as appropriate.   * Actively participate in other risk management issues, adequately identify, assess, manage and monitor risks within their area of responsibility. * 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 Standardsand 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.   **The above Job Description 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**  **Pharmacist Executive Eligibility Criteria are currently available within** [**HR Circular 004/2023**](https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-004-2023-pharmacy-grades-grade-code-correction-department-of-health-circular-15-2022.html) **they will be posted to the Eligibility Criteria Webpages shortly.**  ***[ Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](http://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.** |
| **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:*   * Demonstrates sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrates the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland. * Demonstrates expert knowledge and understanding of the laws and regulations underpinning pharmacy service delivery. * Demonstrates knowledge and understanding of financial control, including pharmacy procurement, contracting and payment. * Demonstrates that practice and skills are based on sound theoretical knowledge and reflective practice. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrates evidence of computer skills including pharmacy dispensing systems, Microsoft Office, Outlook.   **Planning and Managing Resources**  *For example:*   * Shapes and contributes to the clinical governance agenda; influences the clinical governance agenda for the team. * Demonstrates a strategic focus e.g. in the development of Pharmacy Services. * Develops plans to achieve; monitors and reviews progress against targets taking appropriate steps as required. * Demonstrates an awareness of resource management and the importance of value for money in ensuring maximum benefit for the organisation. * Demonstrates the ability to effectively manage multiple projects. * Delegates effectively and adjust priorities in response to changing circumstances. * Demonstrates flexibility and adaptability in response to workforce demands.   **Managing and Developing (Self and Others)**  *For example:*   * Leads by example by acting to ensure patient safety and quality within the pharmacy environment. * Builds credibility and portrays the profession in a positive light by being professional and well informed. * Provides clear direction for designated staff in relation to the goals of their function and how they fit in with the broader organisational strategy as appropriate. * Demonstrates the ability to manage and develop self and others in a busy working environment.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to providing a quality service; promoting high standards and striving for a user centred service. * Demonstrates initiative and innovation in identifying areas for service improvement and an ability to effectively lead and implement change. * Demonstrates 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 ability to empathise with and treat patients, relatives and colleagues with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making and the management of patients. * Gathers information from a number of reliable sources and people to enable them to make well-founded decisions. * Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Communicates decisions comprehensively including the rationale behind decisions. * Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties.   **Communications and Interpersonal Skills**  *For example:*   * Demonstrate effective communication skills (verbal and in writing) including the ability to present complex information in a clear and concise manner. * Demonstrates strong interpersonal skills and the ability to interact with a wide variety of stakeholders. * Utilises influencing and negotiation skills in order to create effective multi-disciplinary and multi-agency working relationships to further the delivery of services. * Demonstrates the ability to develop strong working relationships and the ability to manage difficult and dynamic situations. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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. | |

**Pharmacist Executive Manager 3**

**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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

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

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

**2) 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/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)