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| **Job Specification; Sample Content****Pharmacist Senior (3239)** |
| **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 post holder will report to the Chief I and / or Chief II Pharmacist or their designate.  |
| **Purpose of the Post**  | ***For Example:*** To assist and lead on the provision of a comprehensive pharmacy service assisting in the medication management process and promoting the delivery of safe, effective and cost-effective dispensary and clinical pharmacy services. Provides direction and support to fellow staff members regarding safe use of medication. |
| **Principal Duties and Responsibilities** | ***For Example:*** The Senior Pharmacist will**Professional / Clinical*** Oversee the operation of the pharmacy dispensary.
* Assist in managing the efficient running of the pharmacy service.
* Participate in the development and expansion of clinical pharmacy services and top-up services.
* Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and ensure that operations are in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland (PSI).
* Monitor standards and systems of working and in conjunction with other pharmacy staff, modify / update procedures, documentation etc. in order to further improve the quality of the service, safety of personnel and cost effectiveness of the service provided.
* 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.
* Act as a specialist resource for service users and other healthcare professionals.
* Provide advice, as required, to medical and nursing staff on the proper and economic use of medicines and treatments including participation in schemes for the dissemination of information in relation to medicines and medicine usage designed to deliver optimal care economically.
* Provide a patient focused clinical pharmacy service including prescription review, patient counselling, and medication reconciliation.
* Liaise with other Pharmacists, pharmacy staff and other disciplines on matters concerning departmental procedures, safety, security and complaints concerning the service.
* Answer and record medicines information queries from staff and service users.
* Supervise the supply of drugs, pharmaceuticals, and other related items, as may be required.
* Ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality 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.
* Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines and by participating in the service’s Medicines Safety reporting process.
* Participate in the development, implementation and audit of guidelines, with regard to use of drugs.

**Quality and Risk, Health and Safety Management*** 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) and/or other relevant legislation or advice.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Have a working knowledge of 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.
* 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*** Conduct information sessions relating to medication management for staff.
* Facilitate and manage groups through the learning process; gives constructive feedback to encourage learning.
* Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required.
* Participate in continuing education and activities consistent with the post.
* Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. To maintain professional competency by involvement with Continued Professional Development (CPD) as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI).
* Promote and actively participate in continuing professional development and research activities consistent with the post.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Personnel / Administration*** Develop and implement policies, procedures and guidelines relating to medication management throughout the service.
* Carry out general administrative and financial duties including recording keeping and medication use monitoring.
* Supervise and manage any pharmacist and other staff assigned to him / her.
* Represent the pharmacy at relevant working groups, committees and / or meetings.

**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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** The candidate must demonstrate:**Professional Knowledge & Experience** *For example:** Demonstrate sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role.
* Demonstrate the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland.
* Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn.
* Demonstrate evidence of computer skills including Microsoft Office and Outlook.

**Planning and Managing Resources** *For example:** Demonstrate evidence of effective planning, organisation and management skills including awareness of resource management and importance of value for money to ensure the maximum benefit for the organisation.
* Demonstrates good time management skills; prioritises own work, delegates appropriately and adjusts priorities in response to changing circumstances.
* Demonstrates flexibility and adaptability in response to workforce demands.

**Managing and Developing (Self and Others)***For example:** Demonstrates the ability to effectively lead and manage a team, developing self and others in a busy working environment
* Demonstrates the ability to work individually and in conjunction with multidisciplinary team members.
* 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.

**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.
* 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.
* Demonstrates the ability to empathise with and treat patients, relatives and colleagues with dignity and respect.

**Evaluating Information and Judging Situations** *For example:** Formulates, articulates and demonstrates sound clinical reasoning.
* Demonstrates the ability to evaluate and synthesise information, solve problems and make effective decisions in relation to patient care.
* Adequately identify, assess, manage and monitor risk within their area of
* Makes decisions in a transparent manner by involving and empowering others where appropriate.
* 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, including the ability to present information in a clear and concise manner (verbal and in writing).
* Demonstrate strong interpersonal skills and the ability to interact with a wide variety of stakeholders.
* Demonstrates influencing and negotiation skills to resolve conflicts and problems.
* Listens to service users and respects their views about their health and medicines.
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