 Pharmacist, Senior

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Pharmacist, Senior** (Grade Code: 3239) |
| **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*** |
| **Reporting Relationship** | **Please outline reporting relationships associated with the post.** Example:  The post holder will report to the Chief I and / or Chief II Pharmacist or their designate. |
| **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 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** | 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) requirements 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.** |
| **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/***](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.**  **For additional information in relation to work contexts and role specifics click** [**here**](#additional_info)**.** |
| **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 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. |
| **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 (Senior)**

**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/>. |

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| **Pharmacist (Senior)**  **Contextual, Departmental and/or Role Specific Information** |
| *Here you will find role specific information related to working in different contexts/ departments/ 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.* |

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| **Context / Department / Area** | **Additional Duties & Responsibilities relevant to the role** | |
| **Hospital** | | |
| **Antimicrobial Stewardship**  **Purpose:** To serve as Pharmacy Service lead on Antimicrobial Stewardship policy, practice, education and audit for the hospital and associated institutions. | * Oversight of local Antimicrobial Prescribing Guidelines. * Implementation of associated prescribing and supply controls. * Oversight of Reserved-Restricted Antibiotic stocks and supplies. * Collection of Antibiotic Usage Data & preparation of reports for local and national submission. * Organisation and management of Antimicrobials prescribing and usage audits. |
| **Biosimilar**  **Purpose:** To ensure that applications and decisions in relation to AHDMP Strategy for new and existing Biosimilar medicines are managed in compliance with statutory requirements and any framework agreements in place. Ensures that governance arrangements are appropriate. | * Develop multi-media educational tools to support healthcare professionals to meet the clinical and information needs of their patients with regard to both prescribing and dispensing of biosimilar medicines. * Develop key performance indicators for biosimilar use in Ireland. |
| **Cancer Services Clinical**  **Purpose:** To provide pharmaceutical Cancer Services to all patients of xxxxx. | * Participate in the day-to-day supervision and activity of the pharmacy chemotherapy compounding unit. * Review prescriptions for chemotherapy in relation to established protocols. |
| **Context/ Department/ Area** | **Additional Duties & Responsibilities relevant to the role** |
| **Epidemiologist**  **Purpose**: Responsible for appraising evidence for comparative effectiveness and cost-effectiveness of technologies for use by patients in Ireland. This is done through assessment of evidence submitted by manufacturers and independent systematic review. | * Assist in the work of the Evaluation Team which will include reviewing epidemiological data, systematic review and meta-analysis of clinical evidence, report writing and critical appraisal of clinical evidence and economic models submitted by manufacturers. * Manage and analyse epidemiological, resource use and cost data for inclusion in pharmacoeconomic evaluations. * Ensure the quality of epidemiological, resource use and cost data included in pharmacoeconomic reports meet the high quality and standards required. * Maintain and govern the PCRS drug utilisation database. * Analyse epidemiological, drug utilisation and expenditure data to validate input parameters for economic models. * Liaise with external bodies including the Hospital Pricing Office, PCRS, NCRI to ensure the data used is of the required quality and standards. * Assist in the development of processes and policies to ensure evidence used in appraisals is in accordance with described standards and is of a high quality. |
| **Haemotology/Oncology**    **Purpose:** To lead in the provision of pharmaceutical care to the Haematology/Oncology day ward and to contribute as needed and determined by the Chief Pharmacist to work in the aseptic unit, clinical trials and administration of the oncology pharmacy computer systems. | * Review Systemic Anti-Cancer Therapy (SACT) protocols. * Provide leadership where programming of ePrescribing solutions is concerned. * Liaise and negotiate with Consultants, NHCDs and Nurses so as to design best protocols and workflow where SACT is concerned. * Provide cover for Pharmaceutical Aseptic Services Unit (PASU) as required to ensure continuity of SACT manufacturing. |
| **Context/ Department/ Area** | **Additional Duties & Responsibilities relevant to the role** |
| **Infectious Diseases**  **Purpose:** To assist with the provision of a high level pharmacy service to the wards and departments of XXXX with specific responsibility for the dispensing of designated medication to patients of the Infectious Diseases clinics, in particular patients of the HIV treatment clinics. | * Lead on the implementation of hospital, regional and national Infectious Diseases initiatives/policies. * Develop and participate in the medication supply and pharmaceutical care package for Infectious Diseases patients, in compliance with best pharmacy practice and all legislative requirements. * Manage Post Exposure Prophylaxis treatments and other Infectious Diseases related activities. * Lead and participate in clinical research and audit in the area of Infectious Disease. * Advise on treatment options and protocols in the event of an Infectious Disease outbreak or pandemic. |
| **Palliative Care**  **Purpose:** To provide a pharmaceutical service to the hospitals, wards and departments covered by the Pharmacy Department, including but not confined to Palliative Care. | * Act as a specialist resource for the Care Team (PCT). * Work in collaboration with the Consultant in Palliative Medicine and Director of Nursing to assist development of the Specialist Palliative Care Service. * Liaise with other pharmacists working in Specialist Palliative Care facilities. |
| **Community** | |
| **Context/ Department/ Area** | **Additional Duties & Responsibilities relevant to the role** |
| **Addiction Services** | * Demonstrate knowledge of issues related to substance misuse and the treatments available. |
| **Antimicrobial**  **Purpose:** To support community services to achieve the highest possible standards in relation to antimicrobial resistance, antimicrobial stewardship and infection prevention and control.  To contribute to the development of other activities related to the surveillance of infection and antimicrobial consumption. | * Deliver a standardised CHO wide antimicrobial stewardship programme. * Develop and implement antimicrobial stewardship service improvement initiatives in community settings * Collect and collate data from laboratory and clinical sources with a particular emphasis on community antimicrobial resistance and infection prevention and control data * Check data quality and undertake data validation * Liaise with key stakeholders, including Departments of Public Health, the National CPE Reference Laboratory Service, medical microbiology laboratories etc. * Analyse data and produce routine reports, publications and other outputs and answer *ad hoc* queries (using proprietary software packages) * Providing data to the European Centre for Disease Prevention and Control (ECDC). |
| **Context/ Department/ Area** | **Additional Duties & Responsibilities relevant to the role** |
| **iSIMPATHY Project**  **Purpose:** To develop and deliver medicines review services under the iSIMPATHY Project in Primary Care liaising with partners in Ireland, Northern Ireland and Scotland. | * Work with team members in Ireland and the full iSIMPATHY team in Scotland and Northern Ireland to ensure that work programmes will meet the project aims. * Participate in the development and delivery of training for GPs and other healthcare professionals * Support GPs and other healthcare professionals with clinical knowledge, expertise, tools and guidance, to facilitate higher quality prescribing. * Deliver high quality medicines reviews with patients, supporting patients in their medicines choices and supporting GPs in adjusting medicines in line with safety, efficacy and patient experience priorities. |
| **Medicines Management Programme**  **Purpose**: To develop, participate, implement and report on prescribing initiatives aimed at improving the quality and cost-effectiveness of prescribing in the Irish Health Services | * Develop, participate and implement prescribing initiatives aimed at improving quality and cost-effectiveness of prescribing in the Irish health services. |
| **National Cancer Control Programme (NCCP)** | |
| **Context/ Department/ Area** | **Additional Duties & Responsibilities relevant to the role** |
| **Systemic Anti-Cancer Therapy (SACT)**  **Purpose:** Support the development of the National Systemic Therapy Programme, working particularly with SACT Drugs Programme Team in the development and maintenance of national chemotherapy protocols and policies as well as with the Programme Lead and Programme Manager, to progress a variety of priority projects for the programme | * Develop and review, in partnership with other clinical disciplines, national Systemic Anti-Cancer Therapy (SACT) protocols. * Contribute to the development of evidence-based reviews concerning SACT and their optimal usage * Assist in the development and review of SACT management policies to optimise patient care, improve efficiencies and reduce risks to the patient and healthcare professionals. * Provide other members of the healthcare profession with assistance and information regarding SACT and other associated medicines. * Contribute to the collation of statistical and workload activity * Contribute to the development and analysis of audits on SACT services and drug usage as required * Liaise closely and co-ordinate with other team members to ensure high level of teamwork within STP * Assist in the provision of expertise & advice at national level to NCCP and Health Service Management to ensure that medicines used in the care of cancer patients are managed safely and efficiently. * Play a key role in the build and maintenance of the NCIS drug file and build, maintenance and release of the national chemotherapy regimens throughout the lifetime of the system. * Work with the wider NCIS team to ensure that the product development is in line with user requirements and aligned to the wider requirements of the NCCP and the HSE. * Work to progress the NCCP cancer drug funding model |

**\*\*\*\*\*\*\*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)