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| **Job Specification; Sample Content****Pharmacist Staff Grade (3247)** |
| **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 his/her deputy. |
| **Purpose of the Post**  | ***For Example:*** To assist with the provision of a high-quality pharmacy service, assist in the medication management process and deliver a safe and cost-effective dispensary and clinical pharmacy service. |
| **Principal Duties and Responsibilities** | ***For Example:*** The Pharmacist (Staff Grade) will:**Professional / Clinical*** Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and operate in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland.
* Participate in the development and expansion of clinical pharmacy services and top-up services.
* Ensure the needs of service users and professional staff are adequately met by the pharmaceutical service provided. Provide help and advice on all aspects of therapy and collaborate with community pharmacists to ensure continuity of supply of medication where necessary.
* Provide advice, as required, to other healthcare 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.
* Co-operate with clinical, scientific and healthcare staff on the maintenance and development of new methods of treatment, where relevant.
* Participate in the development, implementation and audit of guidelines with regard to the use of drugs.
* 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.
* 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.
* Represent the pharmacy at relevant working groups, committees and / or meetings.

**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.
* 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 training 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. Maintain professional competency and continuous professional development as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI).
* Participate 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 recording 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** | **Professional Knowledge & Experience** *For example:** Demonstrate sufficient clinical and professional knowledge and evidence-based practice 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 the ability to plan and manage resources in an effective manner and an awareness of the importance of value for money.
* Manages multiple tasks and adjusts priorities in response to changing circumstances.
* Demonstrates awareness of potential problems and flexibility in prioritising to maintain service standards.
* Accepts responsibility for own work; demonstrates good time management skills and meets deadlines in a busy working environment.

**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 with colleagues in other areas.
* Participates, collaborates and advises on therapeutic decision-making and uses appropriate referral in a multi-professional team.

**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 awareness and appreciation of the service user.
* Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times.

**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 well-founded decisions.
* Assumes responsibility and accountability for managing medication therapy and demonstrates an understanding of the need to monitor the health and progress of patients in response to drug therapy to ensure the safe and effective use of medication.

**Communications and Interpersonal Skills***For example:** Demonstrates effective communication skills both verbal and in writing, including the ability to present complex information in a clear and concise manner.
* Demonstrates strong interpersonal skills including the ability to interact directly with patients and members of a multidisciplinary team.
* Demonstrates the ability to impart (scientifically valid) information and advice regarding the safe, appropriate, and cost-effective use of medications.
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