

**Pharmacist Executive Manager 1**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Pharmacist Executive Manager 1 incorporating Medicines management (Model 2 Hospital Only)** (Grade Code:3246 ) |
| **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 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. |
| **Purpose of the Post**  | **What is the overall high-level purpose of the job?** Example: To lead on both the clinical and strategic areas of the pharmacy service ensuring all required legislative, quality and governance standards are met. Has overall responsibility for delivering a high-quality pharmacy service, creating and directing strategies to develop and / or extend pharmacy services and to provide advice, direction, support, and supervision to staff members.  |
| **Principal Duties and Responsibilities** | The Pharmacist Executive Manager 1 will:**Clinical/Professional/ Strategic*** Have overall oversight and accountability of the operations of the pharmacy service.
* Have a strategic focus on the development of the Health Service Executive’s Pharmacy Service in line with legislation and the development of national policies.
* 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).
* Keep under review the provision of pharmacy services and schemes and undertake review from a clinical – value for money (VFM) or other perspective as may be required.
* Acting as the Clinical Lead and expert on pharmacy services; provide advice, information and strategic direction to the relevant Pharmacy, Medical, Nursing and/or other staff on best practice in relation to all aspects of medicines management, including the proper and economic use of drugs and alternative types of drugs and medicines.
* Ensure the service is operated safely, appropriately, and economically, consistent with quality and with reference to legal requirements, clinical appropriateness, transit, security and conditions of chemical and physical stability.
* Ensure a focus on patient safety in all aspects of the pharmacy service.
* Ensures that the needs of the service user/ patients and professional staff are being adequately met by the pharmaceutical service and are delivered in a manner that respects privacy, ensures data protection requirements are met and confidentiality is adhered to in treatment.
* Provide expertise and advice to relevant departments / steering groups etc.
* Engage with other groups and / or subject matter experts as required for the progression of the pharmacy service.
* Be responsible for the development and management of project groups and work streams to support the development of the pharmacy service.
* Act as a representative for the pharmacy service on appropriate national and international groups, as required.
* Develop and advise on the strategic programme and / or technologies required to deliver and maintain the pharmacy service.

**Quality and Risk, Health and Safety Management** * Ensure oversight of standard operating procedures, protocols and safe working practices, ensure ongoing quality control and validation of all services.
* Ensure ongoing quality control and validation of services.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Lead and/or oversee the audit, monitoring, analysis and reporting of all aspects of medicine usage within the services, including provision of feedback to prescribers and managers and involvement in the coordination of changes in practice required as a result of risk management process.
* Ensure that correct procedures are adhered to in relation to accidents and investigations and ensure that proper reporting arrangements are in place in line with the requirements of the Health, Safety and Welfare at Work Act 2005, to include frequent risk assessments and adherence to the hospital Safety Statement.
* 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.

**Education & Training*** Participate in needs assessment, teaching and training (including in-service training) of staff, as may be required.
* 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).
* Be responsible for own professional development and performance, in line with HSE performance management requirements, including keeping up to date with current clinical and professional developments in pharmacy that might impact on the pharmacy service.
* Promote and actively participate in continuing professional development and research activities consistent with the post.

**Management*** Manage and develop staff of the pharmacy service.
* Participate in individual performance review and in the recruitment and interviewing of relevant pharmacy staff.
* Create a good working environment that contributes to maintaining and enhancing effective working relationships.
* Manage effectively with several concurrent priorities and demands and with unpredictable interruptions requiring changes in priorities.
* Manage resources effectively and efficiently having reference to budgetary provision.
* Responsible for enabling effective financial management of the department budget and expenditure through efficient purchasing and monitoring prescribing in accordance with the formulary.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and / or participating in healthcare.
* To act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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 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.** |
| **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.The HSE is an equal opportunities employer. |
| **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, Chief I**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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 35 hours. 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 is 30 days. |
| **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. |
| **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)