

55(a)/2001



DEPARTMENT
OF HEALTH AND
CHILDREN
AN ROINN
SLAINTE AGUS LEANAÍ

Revised Circular

This Circular replaces Circular 55/2001 which contained a typing error. The Professional Qualifications Senior Grade Pharmaceutical Technicians should read (a) or (b) *and* (c) and NOT (a) or (b) *or* (c), as in the original Circular 55/2001.

30 July, 2001

Chief Executive Officer - Each Health Board and ERHA

Secretary \Manager - Each Voluntary and Joint Board Hospital

Revision of the Pay and Qualifications of Pharmaceutical Technicians

I am directed by the Minister of Health and Children to refer to the recommendations of the Report of the Working Group in relation to recruitment and retention issues associated with the grade of Pharmaceutical and Senior Pharmaceutical Technician.

Job Description:

Job description's for the post of Basic and Senior grade Pharmaceutical Technician are attached in appendix 1.

Qualifications:

Student / Basic Grade Pharmaceutical Technician

Professional Qualifications

Each candidate must possess -

(a) the Pharmaceutical Technicians Diploma awarded by the University of Dublin

or

(b) a recognised Pharmaceutical qualification at least equivalent to (a) above.

Senior Grade Pharmaceutical Technician

01/01/01

£.	Euro
22,500	28,569
23,000	29,204
23,500	29,839
24,000	30,474
24,500	31,109
25,000	31,743

01/04/01

£.	Euro
22,950	29,140
23,460	29,788
23,970	30,436
24,480	31,083
24,990	31,731
25,500	32,378

Student Grade Pharmaceutical Technician

01/01/01

£.	Euro
13,000	16,507
13,500	17,141
14,000	17,776

01/04/01

£.	Euro
13,260	16,837
13,770	17,484
14,280	18,132

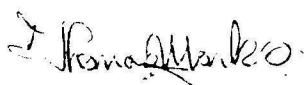
Assimilation:

Assimilation to the revised scales will be by way of corresponding point.

National Wage Round Increases:

The scales will attract all future national wage round increases under public service pay policy guidelines.

All queries in relation to this circular should be addressed to the Health Service Employers Agency, 63/64 Adelaide Road, Dublin 2 (Telephone: 01-6626966).



Thomas Monks

Personnel Management & Development Division

APPENDIX 1

JOB DESCRIPTIONS

Basic Grade Pharmaceutical Technician

The following duties should be carried out under the direction/supervision of the Pharmacists in charge

- Participate in dispensing individual prescriptions for patients and staff
- Dispensing and maintenance of MDA controlled drugs
- Dispensing and maintenance of specialised drugs e.g. clozaril
- Participate in compounding extemporaneous products
- Participate in the day to day work in an aseptic production unit. This includes activity such as aseptic dispensing, cytotoxic reconstitution, the preparation of PCA's and CIVA's, quality control and validation activity.
- Maintenance of an emergency room
- Participate in the maintenance of clinical trials
- Take responsibility for the sorting of returned drugs for recycling or destruction
- Participate in audit activities and protocol formation
- Participate in stock rotation, stock levels, checking expiry dates, ordering stock and putting orders away
- Participate in stock taking
- Participate in the ward top-up service
- Participate in service development
- Participate in continuing education and in such activities consistent with the post
- Perform such other duties appropriate to the post as may from time to time be assigned by the Senior Pharmaceutical Technician and the Pharmacist in charge

Senior Grade Pharmaceutical Technicians

Professional Qualifications

Each candidate must possess -

(a) the Pharmaceutical Technicians Diploma awarded by the University of Dublin

or

(b) a recognised Pharmaceutical qualification at least equivalent to (a) above.

and

(c) At least three years satisfactory post-qualification hospital experience.

Subject to fulfilling the service requirement, basic grade Pharmaceutical Technicians permanently employed in the health service and working single handedly may be upgraded to senior post subject to examination by the employing authority and also subject to the specific approval of the Department of Health and Children. Consideration should be given to claims where the basic grade Pharmaceutical Technician is -

1. working single-handedly in a designated area i.e. a hospital, a group of hospitals or as designated by the employing authority with the approval of the Department Health and Children to suit local organisational needs, or
2. involved in carrying out individual specialised work demanding a high degree of responsibility or technical skill.

Remuneration:

The following revised salary scales should be introduced with effect from 1st. January, 2001.

Basic Grade Pharmaceutical Technician

<u>01/01/01</u>		<u>01/04/01</u>	
£.	<i>Euro</i>	£.	<i>Euro</i>
18,500	23,490	18,870	23,960
19,000	24,125	19,380	24,608
19,500	24,760	19,890	25,255
20,000	25,395	20,400	25,903
20,500	26,030	20,910	26,550
21,000	26,664	21,420	27,198
21,500	27,299	21,930	27,845
22,000	27,934	22,440	28,493

SENIOR GRADE PHARMACEUTICAL TECHNICIAN

- To manage/supervise staff and/or the workload assigned to them by the Chief Pharmacist/Pharmacist in charge
- To participate in the activities and duties set down for Basic Grade Technicians
- To organise and manage the day to day workflow
- Prioritising work on a daily basis.
- To supervise the staff in their team
- To make recommendations to the Supervisor as to how methods and procedures can be improved
- Participate in audit protocols and policy formation
- To observe and report to the Supervisor any unusual situations, occurrences, conditions or complaints including those related to drugs, drug requests, drug usage or security within the pharmacy or hospital
- Participate in induction programmes
- To liaise with other departments and services e.g. Ward Sisters, Lab. Finance.
- Participate in service development
- Participate in continuing education and research activities consistent with the post
- Responsible for services delivery in the area that they are assigned to
- Maintenance of computer system