



**Pharmacist, Chief II
Job Specification & Terms and Conditions**

Job Title and Grade	Pharmacist, Chief II (Grade Code: 3271)
Campaign Reference	SVHF/01/2025
Closing Date	12/02/2025
Proposed Interview Date (s)	Week commencing on 24/02/2025
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>St. Vincent's Hospital, Fairview Richmond Road Fairview, Dublin 3 D03 XK40</p> <p>There is currently 1.0 permanent vacancy available in SVHF.</p> <p>A panel may be formed as a result of this campaign for 6 months from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>Ms Samantha McCormack, HR Manager St. Vincent's Hospital, Fairview Ph: (01)1 884 2478 Email: samanthamccormack@svhf.ie</p>
Details of Service	St. Vincent's Hospital, Fairview provides progressive and comprehensive multidisciplinary team mental health inpatient services for the catchment area of Dublin North Central.
Reporting Relationship	<p>The Pharmacist, Chief II will report to the CEO SVHF.</p> <p>The post holder will have responsibility for the management of pharmacy services within the hospital, for providing a safe efficient drug distribution service and for ensure that smooth and efficient operation of the dispensary and developing and maintain a clinical pharmacy service in SVHF.</p>
Purpose of the Post	To lead and manage the pharmacy team in the provision of a comprehensive pharmacy service and to lead areas of service development as required. To provide pharmacy services to all areas of St Vincent's Hospital including dispensary, ward-based clinical services and medicines information services, outpatient services and clinic and the provision of a pharmaceutical service to patients consistent with the mission and ethos of the Pharmacy Department and the Hospital. To provide advice, direction, support, and supervision to staff members of pharmacy team.
Principal Duties and Responsibilities	<p>The Chief II Pharmacist will:</p> <p><u>Clinical/Professional</u></p> <ul style="list-style-type: none"> • 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.
- Provide advice, information and 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 purchase, storage and supply of all items 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.
- Maintain the pharmacy database (in relation to medicines and devices paid under any of the State schemes or arrangements) and update accordingly with categorisation / designations such that would improve reporting efficiencies. Ensure effective quality assurance of the database.
- Maintain records for purchasing, quality control and dispensing to the standards required.
- Be responsible for the operation of effective systems, procedures and patterns of control for the purposes of verifying the accuracy and reasonableness of claims from contracting pharmacists and for dealing with errors in conjunction with the PCERS Probity Unit
- Maintain and keep under review such systems, procedures and patterns of control and recommend enhancements and modifications where indicated. Ensure effective quality assurance of the functions of the assigned area.
- Responsibility for ensuring that work programmes are progressed in an efficient and timely manner and to a high standard.
- Participate fully in the development and use of health information systems including using Information Technology and data management systems to gather intelligence, monitor and evaluate claiming practices and identify areas for claims 'desk review' or 'site inspection'.
- 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.
- Analyse data, supervise and prepare all reports relevant to the area assigned.
- Work with other agencies, HSE departments and committees in relation to inspections, the preparation of reports and in developing policies and guidelines on the appropriate use of medication.
- Co-operate with other functions (e.g. Operations, Finance) to ensure appropriate reimbursement (including governance and reporting) arrangements are in place for all relevant schemes.

Quality and Risk, Health and Safety Management

- Maintain and implement standard operating procedures, protocols and safe working practices.
- Ensure ongoing quality control and validation of all services.
- Adequately identify, assess, manage and monitor risks within their area of responsibility.
- Lead on 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.

	<ul style="list-style-type: none"> • 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 and comply with associated SVHF 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. <p><u>Education & Training</u></p> <ul style="list-style-type: none"> • 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. Maintain professional competency by involvement with Continued Professional Development (CPD) as required by the Irish Institute of Pharmacy (IOP) and Pharmaceutical Society of Ireland (PSI). • Be responsible for own professional development and performance, in line with SVHF 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. <p><u>Management</u></p> <ul style="list-style-type: none"> • 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 through efficient purchasing and monitoring prescribing in accordance with the formulary. • Act as spokesperson for the Organisation as required. • Demonstrate pro-active commitment to all communications with internal and external stakeholders. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application:</p> <p>Statutory Registration, Professional Qualifications, Experience, etc</p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>(ii) Have at least five years satisfactory post registration experience in either a community <u>or</u> a hospital environment, <u>or</u> a combination of both.</p>

	<p style="text-align: center;">And</p> <p>(iii) Possess a high standard of administrative, managerial or business ability.</p> <p style="text-align: center;">And</p> <p>(b) Candidates must possess the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability), for the proper discharge of the duties of the office.</p> <p>Annual registration On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by Pharmaceutical Society of Ireland.</p> <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience <i>For example:</i></p> <ul style="list-style-type: none"> • 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 knowledge and understanding of the laws and regulations underpinning pharmacy service delivery. • 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. <p>Planning and Managing Resources <i>For example:</i></p> <ul style="list-style-type: none"> • 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. <p>Managing and Developing (Self and Others) <i>For example:</i></p> <ul style="list-style-type: none"> • 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

	<p>environment.</p> <p>Commitment to providing a Quality Service <i>For example:</i></p> <ul style="list-style-type: none"> • 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. <p>Evaluating Information and Judging Situations <i>For example:</i></p> <ul style="list-style-type: none"> • 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. • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data. • 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. <p>Communications and Interpersonal Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrates 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.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your CV or 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p> <p>The SVHF is an equal opportunities employer.</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of</p>

Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".

Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <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 II
Terms and Conditions of Employment

Tenure	<p>The current vacancy available is permanent and whole time – 1.0 WTE.</p> <p>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.</p> <p>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.</p>
Remuneration	<p>The Salary scale for the post is: (3271) PHARMACIST, CHIEF II as per 01/10/2024 pay scale, Pro Rata:</p> <p>81,168 86,657 89,864 93,829 98,064 102,447</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>35 hours per week, Monday to Friday</p> <p>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).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
Superannuation	<p>This is a pensionable position with St. Vincent’s Hospital, Fairview. 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.</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>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.</p> <p>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.</p>
Probation	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews.</p> <p>The appointee will cease to hold office at the end of or during the probationary period unless</p>

	during such period the Hospital has certified that their service is satisfactory.
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 SVHF and HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service , 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 SVHF and HSE procedures . • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.</p>
Ethics in Public Office 1995 and 2001	<p>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:</p> <p>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.</p> <p>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 SVHF and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide</p>

	<p>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.</p>
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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/>.