



St. Francis Hospice

JOB DESCRIPTION

PHARMACY – BASIC GRADE

FIXED TERM CONTRACT - 6 MONTHS

1 WTE – 35 HOURS

JOB REFERENCE: 2024 -053
ISSUE DATE: NOVEMBER 2024

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1. JOB PURPOSE

The pharmacist is responsible for the daily Pharmaceutical Services for St. Francis Hospice Dublin.

2. ACCOUNTABILITY

The position reports to the Superintendent Pharmacist, St Francis Hospice, Dublin and is accountable to the Director or Nursing or other designated officer in all matters relating to the job.

3. KEY DIMENSIONS

Direct reporting to the Superintendent Pharmacist, St Francis Hospice, Dublin.

Key relationships that will influence the success of the role:

- Multidisciplinary Team Members
- Pharmacist Team members.

4. OPERATING ENVIRONMENT

Contractual Hours: 35 hours per week

Hours of work: The post holder will be working 35 hours per week over five days. These hours are carried out over Monday to Friday. Details of starting and finishing times are typically from 9.00 – 17.00, however may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: This position is based across both sites, Raheny and Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by their Line Manager or the CEO.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale (1st October 2024) - 3247
Basic Grade Pharmacy

1/10/24	10	47,995	51,123	54,383	57,744	61,178	64,631	68,150	71,731	75,379	76,845	LSI
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Annual Leave: 27 days per annum.

Pension Scheme:

Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the "SPSPS")

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered. 	<ul style="list-style-type: none"> Evidence of relevant continuing professional development.
Experience	<ul style="list-style-type: none"> Relevant pharmacy experience 	<ul style="list-style-type: none"> Pharmacy internship or previous work in an acute hospital or hospice. Experience in the provision of clinical pharmacy services to patients Experience in the provision of medicines information services Participation in clinical audit or research and dissemination of same. Proficient in the use of Pharmacy software and MS Word, Outlook and Excel. Experience in the development and implementation of policies and guidelines
Other		<ul style="list-style-type: none"> Full driving license

CORE COMPETENCIES

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

Professional Knowledge and Education

- Demonstrate evidence of clinical and professional knowledge to carry out the duties and responsibilities of the role
- Demonstrate knowledge of routine hospital pharmacy practices in relation to the supply of medicines for the care of patients
- Demonstrate knowledge of the health service in general
- Demonstrate knowledge of the procurement function in a pharmacy setting
- Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care.
- Demonstrate effective use of computer/IT packages appropriate to the post.
- Awareness of the security and confidentiality considerations involved in working in a hospice
- A familiarity and understanding of the laws and regulations underpinning pharmacy service delivery.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, HIQA National Standards for Residential Care Settings for Older People in Ireland; Standards for Safer Better Healthcare, etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

Planning and Organisation skills

- Demonstrate evidence of effective organisation and management skills including awareness of resource management, financial issues relating to medication management and the importance of value for money.
- Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads according to need.
- Demonstrate the ability to work/multi-task effectively and under pressure

Commitment to Providing a Quality Service

- Demonstrate an excellent understanding of the needs of patients and other hospital staff and work to ensure the pharmacy service meets these needs as fully as possible.
- Demonstrate a commitment to assuring high standards and strive for a user-centred service.

- Demonstrate commitment to continuing professional development.
- Demonstrate initiative and innovation in identifying areas for service improvement.

Communication/Interpersonal skills

- Fluent in both written and spoken English
- Demonstrate excellent interpersonal skills and ability to work as part of a team.
- Demonstrate good decision-making ability.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The Pharmacist is responsible for the daily Pharmaceutical Services for St. Francis Hospice Dublin, which include but are not limited to:

- The accurate dispensing of prescriptions and stock to the various Hospice Departments in line with the written SOP's of the Pharmacy Department in particular Medication policies of St. Francis Hospice Dublin: MPO1/2/3/5/6/7/9/10/11/12/13/14/15/17 and the guidelines of the Pharmaceutical Society of Ireland (PSI), and the Health Product Regulatory Authority (HPRA).
- To keep abreast of developments in the Pharmacological area and to respond to medication related queries from within the Hospice. The Pharmacist should avail of in-house and PSI-lead opportunities to update his/her knowledge.
- To liaise with members of multidisciplinary teams to ensure the delivery of safe, effective and economic medication treatment.
- The Pharmacist may be required to advise patients and Nursing staff on the effects, dosage and route of administration of various medications.
- At times be required to liaise with the patient's Community Pharmacy / HSE to ensure ease of access to prescribed medicines for the patient in the home.
- May be required to sit on in-house committees, which consider medication safety issues etc. He / She will create and update guidelines for the safe use of medications within the Hospice as required and communicate these to the various departments.
- May be required to facilitate medication trials where appropriate.
- Responsible for the compiling of orders, checking deliveries and invoices and liaising with the Finance Department of the Hospice. When sourcing and ordering medications, care must be taken to work efficiently within the budget of the Pharmacy to ensure best use of resources.
- May be required to assist various departments with a view to monitoring medication budgets etc.
- Must maintain adequate stocks in the Pharmacy and ensure stock rotation to eliminate wastage.
- Responsible for the safe storage of medicinal products within the Hospice.
- Responsible for the safe disposal of out of date and returned medications, in line with PSI recommendations.

Ordering of Medications:

- Maintain optimum medication stock levels in line with level of medication use in SFHR and aim to avoid waste.
- Order in bulk as appropriate.
- Source unlicensed medications as required.

- Source high tech medications.
- Manage special orders of medications not usually stocked in SFHR Pharmacy.
- Manage issues re: medication shortages / line of supply.
- Sign off invoices and MDA delivery dockets to maintain audit trail of stock purchased.
- Maintain accurate records in MDA medications register and MDA stock room.
- Carry out annual stock take.

Dispensing Medications (In-Patient Unit):

- Dispense medications to In Patient Units, Community Palliative Care and Out Patient & Day Care Services
- Dispense discharge and home visit prescriptions when required i.e. Unit dose dispensing, patient and family information, communicate with patients Community Pharmacy.
- Clarify discharge scripts for patients admitted from acute hospitals as appropriate.
- Monitor patients medication Kardex to ensure accuracy of medications supplied and adequate stocks.
- Keep IPU and Pharmacy staff updated with medication alerts, medication recalls, and medication shortages as per HPRA and drug company alerts.
- Compound ointments / mouthwash as required by IPU and other departments.
- Dispense MDA medications as required and maintain all records for same.
- Check IPU overstocks and rotate stock to avoid out of dates.
- Manage medication disposal in accordance with PSI and environmental regulations according to the medications MDA category.
- Dispense SFH night packs.
- Liaise with Community Pharmacies / GMS re: supply of PC medications in the community.

Dispensing prescriptions and OTC medications to SFHD Staff

- Dispense medications in line with prescriptions regulations and pharmaceutical society of Ireland practice guidance
- Supply of OTC medications in line with relevant legislation

Specific duties in line with SFHD policies and procedures:

- Work within the medical policies of SFHD.
- Sign off ISS staff daily cleaning routine.
- Sign off daily temperature records.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.

- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by Chief Pharmacist II or other designated officer in all matters relating to the job.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: