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**Pharmacist, Staff Grade (Cógaiseoir)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Pharmacist, Staff Grade (Cógaiseoir)**  *(Grade Code: 3247)* |
| **Remuneration** | The salary scale for the post (as at 01/03/2025) is:  €48,995 - €52,145 - €55,471 - €58,899 - €62,402 - €65,924 - €69,513 - €73,166 - €76,887 - **€78,382 LSI**  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. |
| **Campaign Reference** | SLIGO 0576 |
| **Closing Date** | **12 noon Wednesday 9th July 2025**  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  [**https://www.rezoomo.com/job/81429/**](https://www.rezoomo.com/job/81429/) **\*\*\*CV's are not accepted for this campaign\*\*\*** |
| **Proposed Interview Date (s)** | As soon as possible after closing date.  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Sligo University Hospital (Ospidéal Ollscoile Shligigh)**  There is currently one whole time vacancy available which will be filled on a specified purpose basis (12 month contract)  A panel may be created as a result of this campaign for Sligo University Hospital from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. Specified purpose contracts will be for a minimum of a 12-month duration initially. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact:  Name: Brian Rattigan or Amanda Higgins  Job Title: Pharmacy Executive Manager/ Senior Pharmacist, Sligo University Hospital  Tel: 071 9174575/74576  Email: [brian.rattigan@hse.ie](mailto:brian.rattigan@hse.ie)  [amanda.higgins@hse.ie](mailto:amanda.higgins@hse.ie) for further information about the role.  Contact:  HR Department, Sligo University Hospital  Tel: 071 9180347  Email: [recruit.suh@hse.ie](mailto:recruit.suh@hse.ie)  for enquiries relating to the recruitment process. |
| **Details of Service** | The Pharmacy Service at Sligo University Hospital (SUH) involves Medicines Procurement, Dispensary, Clinical Pharmacy and Aseptic Compounding to inpatients at SUH and all in-patients in CHO1 related Community Hospitals and Adult Mental Health Hospital sites.  The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **HSE Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Reporting Relationship** | The post holder will report to the Pharmacy Executive Manager and Senior Pharmacy staff |
| **Key Working Relationships** | As part of a team of highly dedicated Pharmacists and Pharmacy Technicians to develop as a Hospital Pharmacist in order to provide high quality services for our patients. |
| **Purpose of the Post** | To deliver Clinical Pharmacy at ward level, provide sterile preparations in Aseptic Compounding Unit and Dispensary work as required. Suitable support and training will be provided with the input of Senior colleagues. |
| **Principal Duties and Responsibilities** | *The Pharmacist, Staff Grade job description includes :*   * Dispensing of MDA controlled drugs and maintenance of records. * Dispensing of drugs from main dispensary. * Compound sterile preparations as part of Pharmacy team in the Aseptic Compounding Unit. * Participate in the ward top-up service. * Participate in service development. * Participate in continuing education and in such activities consistent with the post. * Provide clinical pharmacy services in co-operation with medical and nursing staff. This will include ward-based chart review and clinical input on all aspects of medication as part of a team. * Work to ensure optimal patient outcomes from drug therapy. This will involve providing help and advice to patients on all aspects of therapy and collaborating with community pharmacists to ensure continuity of supply of medication where necessary.   **Health & Safety**   * Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person. * Use safety equipment or clothing in a proper manner and for the purpose intended * Be responsible when intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures. * Work in accordance with any health and safety procedures, instructions or training that has been given. * Not undertake any task for which they have not been authorised and for which they are not adequately trained. * Bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * Have a duty to familiarise themselves with the Risk Management/Fire, Health & Safety Policies. * Be responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks. * Attend fire lectures annually and must observe fire orders. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Within the Department must be report all accidents immediately. * Have a working knowledge of 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **KPIs**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**   * Employees must attend fire lectures annually and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications, Experience etc.**   **a) Each candidate must, on the latest date for receiving completed application forms for the office, possess:**   * Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered   **And**   * Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.  1. **Annual Registration**   On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by Pharmaceutical Society of Ireland.  *Appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the Register of Pharmacists maintained by the Pharmaceutical Society of Ireland.*  **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** | Demonstrate depth and breadth of experience and/or knowledge of Hospital Pharmacy as relevant to the role in the pre/ post qualification periods. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  ***Professional Knowledge:***   * Demonstrate evidence of up-to-date pharmaceutical knowledge. * Demonstrate sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate evidence of up-to-date pharmaceutical knowledge. * Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. * Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point, pharmacy dispensing systems   ***Planning and Organising:***   * Demonstrate planning and organisational skills. * Demonstrate the ability to multi task, work flexibly and under pressure. * Demonstrate the ability to work in a changing environment. * Demonstrate an understanding of value for money and the financial issues related to medication management. * Demonstrate effective communication skills including those applicable to patient counselling, presentation skills and report writing. * Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point, pharmacy dispensing systems.   ***Teamwork***   * Demonstrate team working skills both within the pharmacy and in a multi-disciplinary capacity across medical and surgical specialities. * Demonstrate the ability to work alone and as part of a multidisciplinary team. * Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team. * 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 the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care.   ***Commitment to Providing a Quality Service***   * Demonstrate sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate patient-centred focus. * Demonstrate evidence of up-to-date pharmaceutical knowledge. * Demonstrate the ability to exercise initiative and innovation in identifying areas for service improvement. * Demonstrate evidence of computer skills including as part of the dispensing process, Word, Excel and Power Point, pharmacy dispensing systems * Demonstrate awareness of the security considerations/confidentiality involved in working in a hospital pharmacy. * Demonstrate a commitment to assuring high standards and strive for a user centred service. * Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. |
| **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 progressing 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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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, Staff Grade**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is temporary and whole 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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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 will be confirmed at Contracting stage. |
| **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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **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-2), 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-3). * 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. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)