



St. Francis Hospice Dublin

JOB DESCRIPTION

LOCUM PHARMACIST CHIEF II

Job Reference: 2022 040

Issue Date: June 2022

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1. JOB PURPOSE

The Chief Pharmacist II 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 and Pharmacist Team members.

4. OPERATING ENVIRONMENT

Contractual Hours: Various

Hours of work: The hours are various. Detailed of starting and finishing times, which 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 in SFHD; however, SFHD operates across two sites: Raheny & 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 the Chief Executive Officer.

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. SALARY SCALE, ANNUAL LEAVE, PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale (1st October 2021) – **Chief Pharmacist II** & Salary scale (€71,536.64- € 90,292.30)

Annual Leave: 8% of hours worked per annum.

Pension Scheme: SFHD will contribute 7% of the successful candidate's basic annual salary.

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Be registered in the Register of the Pharmaceutical Society of Ireland.• Have a minimum of 5 years post registration experience working as a Pharmacist.	
Experience	<ul style="list-style-type: none">• Possess a high standard of administrative and business ability.• Excellent interpersonal skills and verbal communication ability.• Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.	
Other	<ul style="list-style-type: none">• Full driving license	

CORE COMPETENCIES

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The Chief II 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 Chief II 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 drug treatment.
- The Chief II Pharmacist may be required to advise patients and Nursing staff on the effects, dosage and route of administration of various drugs.
- 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 drug safety issues etc. He / She will create and update guidelines for the safe use of drugs within the Hospice as required and communicate these to the various departments.

- May be required to facilitate drug 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 drugs, 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 drug 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 drugs, in line with PSI recommendations.

ORDERING OF DRUGS:

- Maintain optimum drug stock levels in line with level of drug use in SFHR and aim to avoid waste.
- Negotiate contract prices with drug companies.
- Order in bulk as appropriate.
- Source unlicensed medications as required.
- Source high tech drugs.
- Manage special orders of drugs not usually stocked in SFHR Pharmacy.
- Manage issues re: drug shortages / line of supply.
- Monitor drugs budget and produce month end report for Finance and other departments.
- Sign off invoices and MDA delivery dockets to maintain audit trail of stock purchased.
- Maintain accurate records in MDA drugs register and MDA stock room.

DISPENSING DRUGS (IN-PATIENT UNIT):

- IPU daily order (Monday - Friday inclusive).
- IPU discharge scripts as required i.e. Unit dose dispensing, patient and family information, communicate with patients Community Pharmacy.
- Dispense scripts for patients on temporary home visits from SFHR.
- Clarify discharge scripts for patients admitted from acute hospitals as appropriate.
- Monitor patients drug Kardex to ensure accuracy of drugs supplied and adequate stocks.
- Monitor special orders for individual IPU patients.
- Attend to medication queries.
- Keep IPU and Pharmacy staff updated with drug alerts, drug recalls, and drug shortages as per HPRA and drug company alerts.
- Compound ointments / mouthwash as required by IPU and other departments.
- Dispense MDA drugs as required and maintain all records for same.
- Check IPU overstocks and rotate stock to avoid out of dates.
- Manage drug disposal in accordance with PSI and environmental regulations according to the drugs MDA category.

DISPENSING FOR THE COMMUNITY PALLIATIVE CARE EAST TEAM (CPCTE):

- CPC weekly order.
- Dispense SFH night packs.
- Liaise with Community Pharmacies / GMS re: supply of PC drugs in the community.

DISPENSING FOR OTHER DEPARTMENTS:

- Hospice Daycare orders as required.
- Walmer Villa (Outpatients) orders as required.

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 Superintendent Pharmacist 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:

Appendix

- MP 01 General Policy on the prescription, administration and discontinuation of medications
- MP02 Policy on Ordering, supplying and dispensing of medication
- MP03-Storage, Custody and Destruction of Medications
- MP05-Policy on Returning Medications to the Pharmacy
- MP06 The use of the patients own drugs
- MP07 Policy on administration of medication to patients on verbal instruction
- MP09 Policy on administration of medication to staff members or visitors
- MP10 Policy on medication error incident reporting
- MP11-The Administration of Medication Via Syringe Driver or Syringe Infusion Pump
- MP012-Medication Protocol for the Administration of Intramuscular Adrenaline Injection
- MP13-Policy on Supply and Dispensing of Medication to Patients Going on Leave from the In-Patient Units
- MP14-Policy on the Administration of Medications via the Intravenous Route and the Management of Anaphylaxis
- MP15-Antibiotic Policy
- MP17-Policy on Night Nurse Pack