



St. Francis Hospice

JOB DESCRIPTION

PHARMACIST CHIEF II

SPECIFIC PURPOSE CONTRACT – 6 MONTHS

35 HOURS PER WEEK – 1 WTE

JOB REFERENCE: 2026 – 023

MARCH 2026

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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 Pharmacy Team members.

4. OPERATING ENVIRONMENT

Contractual Hours: 35 hours per week

Hours of work: The post holder will be working 5 days per week from 0900 to 1700 Monday to Friday, but these may vary in the future subject to health service needs. 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. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health – Consolidated Salary Scale (1st August 2026 – based on a 35 hour week) – **Chief Pharmacist II – 3271**

84,455	90,167	93,504	97,630	102,035	106,596
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Annual Leave: 30 days per annum. (Pro Rata)

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 registered in the Register of the Pharmaceutical Society of Ireland. • Have at least 5 years satisfactory hospital experience working as a Pharmacist. 	<ul style="list-style-type: none"> • Evidence of relevant continuing professional development.
Experience	<ul style="list-style-type: none"> • Possess a high standard of administrative, managerial or 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. 	<ul style="list-style-type: none"> • 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

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

To deputise for the superintendent or supervising pharmacist in St. Francis Hospice as required.

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

- Work to ensure optimal patient outcomes from drug therapy by managing risk in the medicines management process and making recommendations for process improvements designed to prevent or minimise error.
- Ensure the purchase, storage and supply of all medicinal products is operated safely, appropriately and economically, consistent with quality at Pharmacy and department levels and with reference to legal requirements, clinical appropriateness, transit, security and conditions of chemical and physical stability.
- Support the safe and cost-effective introduction of new medications to St. Francis Hospice.
- Maintain records for purchasing, quality control and dispensing to the standards required.

- Provide advice and direction as required to medical and nursing staff on the proper and economic use of drugs and alternative types of drugs and medicines including participation in initiatives for the dissemination of information in relation to drugs and drug usage.
- Ensure that the needs of the patients and professional staff are being adequately met by the Pharmacy service and are delivered in a manner that respects privacy and confidentiality.
- Work in collaboration with Pharmacy colleagues, Medical, Nursing, Management and Health and Social Care Professional staff towards the development and implementation of evidence-based medicines management policies.
- Provide advice and information to the relevant Pharmacy, Medical and Nursing staff on best practice in relation to all aspects of medicines management.
- Ensure that all medication-related reports are logged in the hospital incident reporting system
- Support the Superintendent/Supervising Pharmacist in analysing and investigating medication incidents and near misses
- Work closely with the Superintendent Pharmacist on implementation of the Hospital Medicines Management System (HMMS).
- Develop, distribute, implement and maintain relevant Pharmacy departmental Policies, Protocols and Guidelines relating to Dispensary Services and Medication Management.
- Liaise with Pharmacy, Nursing, Medical, other relevant clinical colleagues, and the Quality and Safety Department, as appropriate, to ensure safe, standardised medicines management practices and to develop and implement quality improvement initiatives.
- Conduct audits, observational studies and other active research to promote safe dispensing and medication management practice and lead on subsequent quality improvements within St. Francis Hospice
- Advise regarding the safe dispensing, cost effective and efficient procurement, storage and distribution of all medicines including externally compounded medicines and related items as may be required.
- Coordinate and track projects and initiatives within the hospice related to the pharmacy and Medications Management.

- Support the Pharmacy Superintendent in ensuring compliance with all relevant aspects of PSI and medicines legislation, regulation and guidelines as they relate to the Pharmacy Service in SFHD.
- Pursue Value for Money in procurement and purchasing of medicinal products and comply with procurement policies, National Financial Regulations, and other relevant legislation.
- Assist in managing stock levels and procurement to achieve cost-effective stock holding and proactively manage medicines shortages in conjunction with procurement technician colleagues.
- Assist in the review of prescriptions for patients being discharged from the inpatient unit to ensure continuity of supply of medications for such patients, as well as patients under the care of community and outpatient palliative care teams.
- Conduct any other duties as assigned by the Superintendent Pharmacist.

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: