



St. Francis Hospice

JOB DESCRIPTION

PHARMACIST CHIEF II

PERMANENT CONTRACT

(28 HOURS PER WEEK – 0.8 WTE)

JOB REFERENCE: 2026 – 073

SEPTEMBER 2026

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1. JOB PURPOSE

The Chief Pharmacist II is responsible for the daily Pharmaceutical Services for St. Francis Hospice Dublin, and to act as Supervising Pharmacist (SFHD Blanchardstown), for the purposes of complying with the Pharmacy Act 2007 or any future amending or new legislation, as well as complying with the requirements of the Pharmaceutical Society of Ireland or any other regulatory body as may be constituted or in force from time to time.

2. ACCOUNTABILITY

The position reports to the Superintendent Pharmacist, St Francis Hospice, Dublin and is accountable to the Director or Nursing or their deputy 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: 28 hours per week

Hours of work: The post holder will be working 4 days per week between 0900 to 1700 Monday to Friday, but these may vary in the future subject to the service needs. Details 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 which 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 Director of Nursing.

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 June 2026 – based on a 28 hour week) –

3271 PHARMACIST, CHIEF II – pro rata

85,300 91,068 94,439 98,606 103,056 107,662

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	• Be registered in the Register of the Pharmaceutical Society of Ireland. • Have at least 5 years satisfactory hospital experience.	• Evidence of relevant continuing professional development.
Experience	• Possess a high standard of administrative, managerial or business ability. • Excellent interpersonal skills and verbal communication ability. • Relevant experience in the management of pharmacy and staff. • Possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.	• 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		• Full driving license

CORE COMPETENCIES

Principles of Palliative Care

- Demonstrate an in-depth understanding of the full spectrum of life-limiting conditions, the associated complex symptoms and treatments,
- Be able to identify and actively respond to complex medicines information needs of health care professionals and support the provision of evidence-based practice in a variety of care settings.
- Demonstrate an in-depth knowledge of the use of specialist resources providing information about medicines used in palliative care and adapt this information for use in clinical settings.
- Demonstrate leadership in the identification, development and delivery of medicines-related palliative care guidance and policy.
- Actively influence and promote strategic initiatives and policy development for palliative care services at local, regional and national levels.
- Demonstrate leadership in the development and delivery of palliative care education at a national level.
- Be able to lead, facilitate and engage in audit and research in the field of palliative care in order to improve practice.

Communication

- Demonstrate the ability to use a variety of strategies to engage in highly skilled, empathic, individualised and timely communication with individuals with life limiting conditions, their families and other health care professionals.
- Demonstrate expertise in medicines management issues that individuals with life limiting conditions may experience and communicate their needs and opinions to other health care professionals.
- Demonstrate expertise as a mediator and advocate for the individual with life limiting conditions and the family in issues related to pharmaceutical care and decision making regarding pharmaceutical care.
- Be able to facilitate the multidisciplinary teaching of communication skills with regards to pharmaceutical care.

Optimising Comfort and Quality of Life

- Support and advise prescribers making decisions to modify the pharmacological management of co-morbidities.
- Demonstrate expert knowledge and clinical application of pharmacological treatment options for the management of complex and non-complex symptoms in palliative care.

- Be able to provide leadership, expertise and guidance to colleagues on the pharmacological management of complex and non-complex symptom control strategies in individuals with life-limiting conditions.

Care Planning and Collaborative Practice

- Demonstrate the ability to collaborate with specialist palliative care teams and provide expert pharmaceutical care for people with life-limiting conditions with complex symptoms.
- Demonstrate an ability to act as an expert clinical resource, as required, to generalist providers of palliative care with regard to the use of medicines in palliative care.
- Be able to promote the safe use of medicines in palliative care by encouraging the reporting of errors, improving medication use processes and developing and implementing medication safety strategies for high risk medications.

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Loss, Grief and Bereavement

- Demonstrate an ability to influence processes and behaviours that determines how medicines are used in palliative care at a national level.
- Demonstrate a commitment to working in partnership with health care managers and providers to assess, coordinate, promote and improve individual safety in the context of palliative care.
- Demonstrate an understanding of the process of quality improvement and risk management in the context of palliative care.
- Demonstrate a commitment to advancing Palliative Care through the generation and application of knowledge and research.

- Demonstrate leadership through advocating for continuous service development and professional practice.
- Facilitate appropriate engagement of service users in the development of palliative care services.
- Participate in the discussion and resolution of ethical dilemmas that may arise in palliative care.
- Communicate and advance the distinct contribution of palliative pharmacy.

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:

- Demonstrate evidence of clinical and professional knowledge to carry out the duties and responsibilities of the role.
- Demonstrate knowledge of routine hospice pharmacy practices in relation to the supply of medicines for the care of patients.
- 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.
- Demonstrate awareness of the security and confidentiality considerations involved in working in a hospice in line with GDPR.
- 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.
- 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 introduction of new medications to St. Francis Hospice.
- Provide advice and direction as required to medical and nursing staff on the proper use of drugs and alternative types of drugs.
- Participate 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.
- Ensure that all medication-related incidents are reported in line with the hospice 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.
- Ensure compliance with all relevant aspects of PSI and medicines legislation, regulation and guidelines as they relate to the Pharmacy Service in SFHD.
- Assist in the review of prescriptions for patients being discharged from the inpatient unit or under the care of the community teams, to ensure continuity of supply of medications for such patients.
- Conduct any other duties as assigned by the Superintendent Pharmacist.

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 SFH 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 FOR THE IN-PATIENT UNITS:

- 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 PATIENTS:

- CPC weekly order.
- OPDS orders as required.
- Dispense SFH night packs.
- Liaise with Community Pharmacies/GMS re: supply of PC drugs 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.
- Ensure daily cleaning has been undertaken.
- 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.
- 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: