

JOB DESCRIPTION

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| Job title: | Senior Pharmacist |
| Grade: | Senior |
| Reports to: | Máire Murray, Chief Pharmacist (Department Manager) |
| Working Hours: | 37 hours per week for a Full-Time employee. |

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Role Summary:

To provide effective, efficient and safe pharmaceutical care to all patients in SMH, under the direction of the Chief Pharmacist.

Key Duties and Responsibilities:

Work systems:

- Be fully conversant with all approved systems of work and documentation associated with the pharmaceutical care of the patient, at the level of the pharmacy department, clinical area, and at an organisational level.
- Ensure that quality systems are operating correctly.
- Ensure that documentation is completed in accordance with any relevant policies, in a timely manner and filed appropriately when complete, including that for adverse medication incidents or near misses.
- Review medication incidents/ near misses and recommend appropriate actions to the hospital risk manager. Implement any pharmacy actions required.
- Encourage reporting of adverse reactions to the HPRA encourage medication incident/ near miss reporting by healthcare colleagues.
- Highlight any discrepancies, incidents or inadequacies in services to the Chief Pharmacist.

General Duties:

- Provide clinical pharmacy services to patients in SMH. This includes medication record clinical review, medication reconciliation, patient counselling etc. as required. Communicate on patient issues clearly with doctors and nurses, as required.
- Liaise with community pharmacists, GPs, patients' carers, nursing home etc. as appropriate, to carry out medicines reconciliation and/ or to ensure continuity of supply of medication to a patient.
- Participate in regular dispensary duties - e.g. dispensing/ checking/ ordering/ compounding - and ensure all activities meet the appropriate PSI standards, in the process and in documentation.
- Participate in hospital and in external committees as required - e.g. Drugs & Therapeutics, Infection control, Clinical Audit, Patient Safety - and implement proposals from these committees as appropriate. Some of these committees may take place in other locations.

- Organise the agenda and minutes for the hospital Drugs and Therapeutics committee in the absence of the chief pharmacist.
- Develop and implement medication safety initiatives. Participate in development of KPIs and in production of medication safety programmes and annual reviews.
- Engage in clinical audit and communicate the results of audits to relevant staff members. Make changes and re-audit as appropriate.
- Develop and maintain antimicrobial stewardship activities, including regular surveillance, development/ monitoring of KPIs, production and dissemination of reports as appropriate. Be involved in development of the annual antimicrobial stewardship programme. Participate in audit (e.g. the national Point Prevalence Survey) and in education in this area as required. Attend educational/ professional meetings as required (e.g. IAPG meetings).
- Manage the pharmacy department in the absence of the chief pharmacist – by acting as supervisory pharmacist in the dispensary, also by assuring adequate clinical ward cover and by performing any other key functions as identified by the chief pharmacist.
- Provide any reports required as indicated by chief pharmacist e.g. financial reports, hand hygiene product data, antimicrobial usage reports.
- Provide medicine information and medication management advice to other health professionals in the hospital as required (including advice on medication storage requirements/ medication fridges etc).

Knowledge and skills:

- Be responsible for updating his/ her own knowledge and skills in order to improve service provision to patients, carers and other healthcare professionals.
- Meet the CPD requirements of the profession (as outlined by the Irish Institute of Pharmacy)
- Keep up-to-date with emerging national standards and guidelines as relevant to the pharmacy department – e.g. PSI, HIQA, HPSC.
- Critically evaluate key literature and medical information within assigned clinical specialities and disseminate this as appropriate.
- Develop computer skills as required by the demands of the service.
- Demonstrate evidence of up-to-date pharmaceutical knowledge.

Policy and practice guideline development and review:

- Develop and review pharmacy and multi-disciplinary medication management policies, procedures and guidelines (PPGs) to optimize patient care, improve efficiency and reduce risk to the patient and healthcare professional.
- Develop and review PPGs to meet the standards/ guidance of HIQA, HPSC, PSI and other relevant bodies.
- Review any other departments' PPGs that require pharmacist review.
- Review PPGs developed by other pharmacy staff.
- Participate in PPG implementation in clinical areas at a departmental or multi-disciplinary level. Review nursing Collaborative Practice Agreements (CPAs), and sit on D&T CPA subcommittees as requested by the Chief Pharmacist, before submission of the CPA to the Drugs and Therapeutics committee.

Drug purchase and distribution:

- Work with the pharmaceutical technicians and other pharmacists to ensure that patients have all required drug therapy available to them when required, in so far as is possible, taking pharmacy and supplier opening hours into consideration. This includes supply of non-drug items stocked in the pharmacy e.g. wound dressings, feeds, etc.
- Assist in avoidance of stock outages by timely ordering of medications.
- Ensure that all drug (and other non-drug products stocked in the pharmacy) purchase, storage and distribution practices conform to local pharmacy policies, legal requirements, pharmaceutical stability issues, security and good dispensing practice e.g. dispensing of blood products, dispensing of fridge items.
- Advise and assist in developing, implementing and reviewing drug supply, storage and handling policies in pharmacy and clinical areas.
- Assist in the supply and return of medication supplies to clinical areas.
- Oversee the timely recall of any recalled medications in the hospital and the documentation of same.
- Oversee any changes in/ additions to hospital medications stocked and bring any issues to the attention of the chief pharmacist, as appropriate (as per the hospital formulary SOP). Undertake new drug evaluations as appropriate (taking cost, efficacy and safety of medication into account). Prepare new drug assessments for Drugs and Therapeutics committee meetings as required.

Education and Training:

- Participate in education and training programmes in agreement with, or as directed by, the Chief Pharmacist: these may be CPD or more general such as fire training, manual handling.
- Provide supervision and training for students, pharmaceutical technicians and other pharmacists in consultation and agreement with the Chief Pharmacist.
- Participate in education and training of other healthcare professionals such as nurses and doctors. This can include presentations/ workshops, development of posters, etc.
- Participate in clinical research projects, including clinical trials, if required.
- Participate in development and dissemination of posters, articles etc. for topics like audit activity/ safety initiatives, etc. as appropriate.

Ethics:

- Demonstrate behaviour consistent with the Code of Ethics and with the values of the hospital.

Other:

- Undertake any additional duties as directed by the Chief Pharmacist.

The above Job Description 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.

Person Specification

Qualifications:

I Essential:

Each candidate must:

- Be registered with the Pharmaceutical Society of Ireland or be entitled to be so registered.
- Have at least 3 years post registration experience as a pharmacist in a hospital setting.
- Demonstrate evidence of up-to-date pharmaceutical knowledge.
- 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 (as outlined in the job description and specification).

II Very desirable:

- Postgraduate clinical qualification e.g. MSc. In hospital pharmacy
- Relevant postgraduate courses e.g. management, medication safety
- Clinical pharmacy skills course (HPAI) or other similar.
- Relevant computer skills, including familiarity with MS Excel.

Experience:

I Essential:

- *Each candidate must have at least 3 years relevant, post-qualification experience, in hospital pharmacy.*
- Experience in **at least** two of the following areas, and a keen interest in the other areas: antimicrobial stewardship, taking part in multidisciplinary committees, clinical audit, managing and training staff, medication safety initiatives, meeting national standards e.g. HIQA standards.
- Experience in developing and/ or delivering educational presentations/ workshops.
- Experience in developing policies, procedures and guidelines.

II Desirable:

- Experience in antimicrobial stewardship.
- Experience in sitting on multidisciplinary committees.
- Experience in developing and delivering educational presentations/ workshops
- Clinical audit experience.
- Experience managing and training staff.
- Experience in medication safety initiatives.
- Medicines Information experience.
- Experience in developing policies/ procedures/ guidelines.
- Experience with national standards e.g. HIQA standards in medication safety/ antimicrobial stewardship, HPSC guidelines.

Core competencies:

I Essential:

- Good communication and interpersonal skills, both written and oral, with health care professionals, patients and carers.
- Ability to work effectively as part of a team and to network with multidisciplinary staff.
- Good organizational skills.
- Methodological work practices.
- Ability to critically evaluate medical literature.
- Ability to evaluate drug therapy for efficacy, safety and cost effectiveness.
- Proactive, enthusiastic and innovative.
- Ability to work well under pressure and meet deadlines.
- Awareness/ sensitivity toward patient needs.
- Discretion.
- Initiative and ability to act on this initiative.
- Familiarity with the principles and practice of clinical pharmacy and pharmaceutical care of the patient.
- Good knowledge of general medicine and surgery as they relate to clinical pharmacy practice.
- Good IT skills and willingness to further develop same.
- Ability to work in a changing environment.

II Desirable:

- Ability to influence key decision makers.
- Ability to develop, implement and assess evidence-based clinical practice guidelines.

Conditions of Employment:

- Annual Leave Entitlement: 30 days per annum pro- rata. Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Hospitals Superannuation Scheme (VHSS & SPSPS) will apply to this position.
- A minimum of 1 months' notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.

Policies/Legislation:

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union

representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Benefits of working at St Michaels Hospital

- Defined benefit pension scheme.
- Access to learning and development opportunities.
- Library facilities.
- Subsidised staff restaurant.
- Subsidised pharmacy.
- Access to subsidised gym facilities.
- Access to health services credit union.
- Group discount for health insurance.
- Excellent access to public transport including tram and bus routes.
- Tax saver commuter ticket scheme.
- Bike to work scheme.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

Reviewed: May 2019

Next review: Jan 2021