Pharmacist, Senior

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Pharmacist, Senior** (Grade Code: 3239) |
| **Campaign Reference** | NFMHSSP1 |
| **Closing Date** | Tuesday 5th August 2025 at 12:00 Noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview; however, these timescales may be reduced in exceptional circumstances. It is important to note that all candidates will be required to attend for interview in person. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service**  There is currently one Specified Purpose Contract SPC (2 years) whole-time vacancy available in the Pharmacy Department of the NFMHS. This vacancy will be based at the NFMHS (National Forensic Mental Health Service), Portrane, Co Dublin.  A panel may be formed as a result of this campaign for Senior Pharmacist, NFMHS, from which current and future vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Sinéad Dowling  Chief II Pharmacist  NFMHS  **Email:** [sinead.dowling3@hse.ie](mailto:sinead.dowling3@hse.ie)  **Tel:** 087 1823302 |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)**  The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health Services  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The post holder will report to the Chief II Pharmacist in NFMHS. |
| **Purpose of the Post** | The purpose of this post isto assist and lead on the provision of a comprehensive pharmacy service assisting in the medication management process and promoting the delivery of safe, effective and cost-effective clinical pharmacy services. Provides direction and support to fellow staff members and members of the Multi-Disciplinary Team regarding safe use of medication. Further to the traditional clinical pharmacist role, this role will allow for the involvement in the EPMA (Electronic Prescribing & Medicines Administration), its improvement, updates and supporting the end user. |
| **Principal Duties and Responsibilities** | The Pharmacist, Senior will:  **Professional / Clinical**   * Assist in managing the efficient running of the pharmacy service. * Participate in the development and expansion of clinical pharmacy services and top-up services. * Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and ensure that operations are in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland (PSI). * Monitor standards and systems of working and in conjunction with other pharmacy staff, modify / update procedures, documentation etc. in order to further improve the quality of the service, safety of personnel and cost effectiveness of the service provided. * Ensure that the needs of patients and professional staff are being adequately met by the pharmaceutical service provided. This will involve providing help and advice to patients and staff on all aspects of therapy and collaborating with community/prison pharmacists to ensure continuity of supply of medication where necessary. * Act as a specialist resource for service users and other healthcare professionals. * Provide advice, as required, to medical and nursing staff on the proper and economic use of medicines and treatments including participation in schemes for the dissemination of information in relation to medicines and medicine usage designed to deliver optimal care economically. * Provide a patient focused clinical pharmacy service including prescription review, patient counselling, and medication reconciliation. * Liaise with other Pharmacists, pharmacy staff and other disciplines on matters concerning departmental procedures, safety, security and complaints concerning the service. * Answer and record medicines information queries from staff and service users. * Supervise the supply of drugs, pharmaceuticals, and other related items, as may be required. * Ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Maintain records for purchasing, quality control, compounding and dispensing to the standards required. * Ensure the safe use of medicines by evaluating and managing risks associated with the use of medicines and by participating in the service’s Medicines Safety reporting process. * Participate in the development, implementation and audit of guidelines, with regard to use of drugs.   **Informatics**   * Be a member of the wider clinical team contributing to the ongoing improvement of CMS (Clinical Management System) specifically EPMA (Electronic Patient Management System) * Participate in User Acceptance Testing. * Participate in maintenance, update and review of medications build. * Develop and utilise reporting and safety initiatives. * Work collaboratively with the overall CMS team. * Participate in the delivery of training on CMS * Liaison with Pharmacists and other members of the multidisciplinary team involved in the medication use process. * Maintain a clinical pharmacist liaison to ensure that CMS reflects the requirements for best practice in care. * Contribute as required to regular CMS meetings. * Develop and maintain systems for clinical analytics, to facilitate audit & research.   **Quality and Risk, Health and Safety Management**   * Ensure that work is carried out in a safe manner in accordance with the provisions of Health, Safety and Welfare at Work Act, the Pharmaceutical Society of Ireland (PSI) requirements and/or other relevant legislation or advice. * Adequately identify, assess, manage and monitor risks within their area of responsibility. * 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.   **General**   * Create, promote and maintain open communications and healthy working relationships. * Maintain the principles of equity, accountability and quality of service in daily work. * Participate in the development and implementation of policies, procedures and guidelines relating to medicines management. * Participate in multidisciplinary working groups and committees as required including licensing or accreditation processes. * To supervise and manage any pharmacist and other staff assigned to him / her; * To perform such other duties appropriate to the office as may be assigned to him / her from time to time. * Employees must attend fire lectures periodically and must observe fire orders * All accidents within the Department must be reported immediately   **Education and Training**   * Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, and other educational events. * Participate in continuing education and in such activities consistent with the post. * Conduct information sessions, training and support, relating to the Clinical Management System * Facilitate and manage groups through the learning process; gives constructive feedback to encourage learning. * Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required. * Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. To maintain professional competency by involvement with Continued Professional Development (CPD) as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI). * Promote and actively participate in continuing professional development and research activities consistent with the post.   **Personnel / Administration**   * Develop and implement policies, procedures and guidelines relating to medication management throughout the service. * Carry out general administrative and financial duties including recording keeping and medication use monitoring. * Supervise and manage any pharmacist and other staff assigned to him / her. * Represent the pharmacy at relevant working groups, committees and / or meetings.   **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** | **Candidates must have at the latest date of application: -**  **1. Professional Qualifications, Experience, etc.**  (a) Eligible applicants will be those who on the closing date for the competition:   1. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.   **And**   1. Have at least three years satisfactory post registration experience.   **And**   1. 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.   **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.  *Please note that 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.* |
| **Post Specific Requirements** | Demonstrate depth and breadth of pharmacy experience as relevant to the role, including development, maintenance and optimisation of clinical informatics systems.   * A clinical pharmacy qualification or Mental Health Pharmacy qualification is desirable but not essential. * Experience in Mental Health Pharmacy and or clinical pharmacy is desirable but not essential. * Informatics or other relevant experience is desirable but not essential. |
| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate evidence of organisation and management skills including awareness of resource management and importance of value for money and the financial issues related to medication management. * 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 ability to manage deadlines and effectively handle multiple tasks. * Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. * Demonstrate commitment to providing a quality service, high standards and strive for a user centred service. * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate effective communication skills (both written and oral) including: the ability to present information in a clear and concise manner, the ability to facilitate and manage groups through the learning process & the ability to give constructive feedback to encourage learning. * Demonstrate awareness and appreciation of the service user. * Demonstrate team management skills including the ability to work with multi-disciplinary team members. * Demonstrate an excellent understanding of the needs of patients and of other hospital staff and work to ensure pharmacy services meets these needs as fully as possible. * Demonstrate initiative and innovation in identifying and acting upon areas for service improvement. * Demonstrate commitment to continuing professional development based on identified learning needs. * Demonstrate awareness of the security and confidentiality considerations involved in working in a hospital pharmacy. * Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, PowerPoint and Outlook.   **Managing and Developing (Self and Others)**   * Demonstrates the ability to effectively lead and manage a team, developing self and others in a busy working environment * Demonstrates the ability to work individually and in conjunction with multidisciplinary team members. * Manages performance to deliver team goals * Demonstrates accountability for leading, directing, monitoring, and evaluating services. * Creates a climate in which people want to do their best. * Promotes confidence and positive attitude; influences others to follow a common goal.   **Commitment to Quality**   * The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them. * Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.   **Evaluating Information and Judging Situations**   * Formulates, articulates and demonstrates sound clinical reasoning. * Demonstrates the ability to evaluate and synthesise information, solve problems and make effective decisions in relation to patient care. * Adequately identify, assess, manage and monitor risk within their area of * Makes decisions in a transparent manner by involving and empowering others where appropriate. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties.   **Problem Solving & Decision Making**   * Identifies and solves problems by understanding the situation, seeking additional information, developing, and weighing alternatives, and choosing the most appropriate course of action given the circumstances * Demonstrate evidence of effective planning, organisation and management skills including awareness of resource management and importance of value for money to ensure the maximum benefit for the organisation. * Demonstrates good time management skills; prioritises own work, delegates appropriately and adjusts priorities in response to changing circumstances. * Demonstrates flexibility and adaptability in response to workforce demands.   **Communications and Interpersonal Skills**   * Demonstrate effective communication skills, including the ability to present information in a clear and concise manner (verbal and in writing). * Demonstrate strong interpersonal skills and the ability to interact with a wide variety of stakeholders. * Demonstrates influencing and negotiation skills to resolve conflicts and problems. * Listens to service users and respects their views about their health and medicines. |
| **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 being called forward 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.  The HSE is an equal opportunities employer. |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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, Senior**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **temporary (SPC for 2 years)** 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. |
| **Remuneration** | The salary scale for the post is: (as at 01/03/2025)  €74,779, €78,216, €79,316, €80,412, €80,546, €82,078, €83,765, €86,717  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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-1), 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-2). * 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 the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)