**Pharmacist, Chief II**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Pharmacist, Chief II**  *(Grade Code:3271)* |
| **Campaign Reference** | NRS14749 |
| **Closing Date** | Wednesday 30th April 2025 at 12:00noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available within the **Corporate Pharmaceutical Unit (CPU)** in PCRS Finglas Dublin 11.  A panel may be formed as a result of this campaign for **Corporate Pharmaceutical Unit (CPU), Primary Care Reimbursement Service (PCRS)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Linda Fitzharris, Head of Corporate Pharmaceutical Unit, Primary Care Reimbursement Service  **Email :** [Linda.Fitzharris@hse.ie](mailto:Linda.Fitzharris@hse.ie)  **Phone :** 01-8647100 Ext: 7308 |
| **Details of Service** | The HSE is responsible for decisions in relation to the pricing and reimbursement of medicines. The introduction of the Health (Pricing and Supply of Medical Goods) Act 2013 placed additional statutory responsibilities on the HSE including the setting of reference prices for interchangeable medicines.  The Corporate Pharmaceutical Unit of the PCRS is the HSE unit which accepts pricing and reimbursement applications from industry, provides the Secretariat to the HSE National Drugs Group, provides support to the pricing and reimbursement fields of the BeNeLuxA initiative and is also operationally responsible for reference price considerations.  There is increasing public interest in and scrutiny of pricing and the reimbursement of medicines in Ireland. The HSE is committed to increasing transparency in relation to same and to improving the throughput of applications through the application and decision making process.  The HSE is also committed to ensuring that value for money and efficiency is maximised in relation to the resources expended on pharmaceuticals. The Corporate Pharmaceutical plays a key national role in relation to same.  The HSE’s Primary Care Reimbursement Service (PCRS) supports the delivery of a wide range of primary care services to the general public through over 7,000 primary care contractors (i.e. doctors, dentists, pharmacists, optometrists, etc.) across a range of community health schemes. These schemes form the infrastructure through which the Irish health system delivers a significant proportion of primary care to the public.  PCRS also increasingly makes payments to public hospitals in relation to high cost cancer (and other) medicines provided in public hospitals.  In addition to the processing and making of payments on a national basis to key service providers and recipients, PCRS also compiles statistics and trend analyses which are provided to other areas within the HSE, Government Departments and other interested parties. |
| **Reporting Relationship** | The post holder will report to the Head of Corporate Pharmaceutical Unit or their delegate |
| **Key Working Relationships** | The post holder will work collaboratively with members of the Corporate Pharmaceutical Unit and other functions within the Primary Care Reimbursement Service (Finance, Pharmacy Function, and Reimbursement). |
| **Purpose of the Post** | To work with the existing Pharmacy team to:   * Provide direction, support and supervision of the staff members. * Ensure that applications and decisions in relation to pricing and reimbursement of new and existing medicines are managed in compliance with statutory requirements e.g. Health (Pricing and Supply of Medical Goods) Act 2013 and any framework agreements in place (e.g. IPHA Agreement). * Participate in engagements with stakeholders (HSE and others such as government agencies or departments, industry, health care professionals and members of the public). * Ensure that governance arrangements with regard to the pricing and reimbursement of new and existing medicines are appropriate. * Ensure that the unit meets national targets and performance indicators |
| **Principal Duties and Responsibilities** | The Chief II Pharmacist will:    **Clinical/Professional**   * Be responsible for ensuring that work programmes are progressed in an efficient and timely manner and to a high standard * Processing and analysing new medicinal product applications (new chemical entities, generic medicines, biosimilars, parallel imports etc.). * Receipt and management of Product Discontinuation Notifications. * Receipt and management of Product Shortages Notifications. * Receipt and management of horizon scanning documents in relation to new medicines. * Commissioning of Health Technology Assessments (HTAs). * Receipt and consideration of HTA reports. * Negotiation with pharmaceutical companies on individual products. * Provision of Secretariat function to National HSE Drugs Group. * Recording and communication of proposed decisions and final decisions (including the consideration and assessment of representations received). * Preparation of responses to Parliament Queries. * Preparation of responses to media. * Analysis of relevant criteria so as to provide recommendations in relation of the setting of individual reference prices. * Ensuring effective quality assurance of the functions of the unit. * Preparation of reports. * Communication of price changes within PCRS (and to wider stakeholders where required). * Co-operate with other PCRS functions (e.g. Pharmacy Function, Finance, Operations, Probity) to ensure appropriate reimbursement (including governance and reporting) arrangements are in place for all medicines. * Work with other government agencies and departments to assist in the provision of robust national governance arrangements around medicines pricing and reimbursement. * Perform such other duties as may be appropriate to the office as may be assigned to them from time to time by the HSE. * Supervise and manage the staff and workload in area assigned * The Chief II Pharmacist will be expected to contribute to the development of the Team, as well as support its day to day operations. * Provide clinical support to the High Tech Hub on a sessional basis as part of a support rota * Engage with relevant stakeholders internal and external to the HSE   **Quality and Risk, Health and Safety Management**   * Maintain and implement standard operating procedures, protocols and safe working practices, ensure ongoing quality control and validation of all services. * Ensure that correct procedures are adhered to in relation to accidents and investigations and ensure that proper reporting arrangements are in place in line with the requirements of the Health, Safety and Welfare at Work Act 2005, to include frequent risk assessments and adherence to the hospital Safety Statement. * Have a working knowledge of the 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 Standardsand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education & Training**   * Participate in the teaching and training (including in-service training) of staff, as may be required. * Promote and actively participate in continuing professional development and research activities consistent with the post. * Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual. 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). * Be responsible for own professional development and performance, in line with HSE performance management requirements, including keeping up to date with current clinical and professional developments in pharmacy that might impact on the pharmacy service. * Promote and actively participate in continuing professional development and research activities consistent with the post. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Management**   * Manage resources effectively and efficiently having reference to budgetary provision. * Manage and develop staff of the service. * Participate in individual performance review and in the recruitment and interviewing of relevant pharmacy staff. * Create a good working environment that contributes to maintaining and enhancing effective working relationships. * Manage effectively with several concurrent priorities and demands and with unpredictable interruptions requiring changes in priorities. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Confidentiality: In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients and/or staff or other health services’ business. Such records and information are strictly confidential, unless acting on the instructions of an authorised officer, on no account, must information concerning staff, patients or other health service business 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.   **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 them 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.** 2. Eligible applicants will be those who on the closing date for the competition: 3. Are a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.   **AND**  ii) Have at least five years satisfactory post registration experience  **AND**  iii) Possess a high standard of administrative, managerial or business ability.  **AND**   1. Candidates must 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. 2. **Annual Registration**   On appointment, Practitioners must maintain live annual registration on the Pharmacist Register maintained by Pharmaceutical Society of Ireland.   1. **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.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth & breadth of operational experience of working at a senior level, in a complex healthcare environment as relevant to the role. * Demonstrate depth & breadth of experience in Clinical Pharmacy and /or Health Economics, as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**   * Demonstrate depth and breadth of understanding of international pricing and reimbursement systems. * Demonstrate knowledge of the operation of the Primary Care Reimbursement Schemes. * Demonstrate up to date knowledge of pharmacology and therapeutics. * Demonstrate an understanding of health economics and healthcare evaluation * Demonstrate an understanding of relevant law, ethics and legislation relating to medicines and reimbursement. * Demonstrate familiarity with and understanding of the laws and regulations underpinning pharmacy service delivery. * Demonstrate experience in the negotiation of pharmaceutical prices as relevant to the role. * Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate commitment to continuing professional development. * Demonstrate evidence of good computer skills including Microsoft Word, Excel, PowerPoint and Outlook.   **Planning and Managing Resources**   * Demonstrates a strategic focus e.g. in the development of Pharmacy Services. * Develops plans to achieve; monitors and reviews progress against targets taking appropriate steps as required. * Demonstrates an awareness of resource management and the importance of value for money in ensuring maximum benefit for the organisation. * Demonstrates the ability to effectively manage multiple projects. * Delegates effectively and adjust priorities in response to changing circumstances. * Demonstrates flexibility and adaptability in response to workforce demands * Demonstrate the ability to manage deadlines and effectively handle multiple tasks.   **Managing and Developing (Self and Others)**   * Leads by example by acting to ensure patient safety and quality within the pharmacy environment. * Builds credibility and portrays the profession in a positive light by being professional and well informed. * Provides clear direction for designated staff in relation to the goals of their function and how they fit in with the broader organisational strategy as appropriate. * Demonstrate leadership and team management skills including the ability to organise and motivate staff and work with team members. * Demonstrate the ability to manage and develop self and others in a busy working environment including the ability to prioritise workload according to need.   **Evaluating Information and Judging Situations**   * Demonstrate effective problem solving and decision making strategies, including the ability to be flexible and innovative in these challenging times. * Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making. * Gathers information from a number of reliable sources and people to enable them to make well-founded decisions. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data. * Communicates decisions comprehensively including the rationale behind decisions. * Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties.   **Commitment to providing a Quality Service**   * Demonstrate commitment to providing a quality service and high standards and to strive for a user centred service. * Demonstrate the ability to set high standards of performance for self, others and the organisation. * Demonstrate focus on providing a quality service, openness to change and the ability to effectively manage change. * Demonstrates initiative and innovation in identifying areas for service improvement and an ability to effectively lead and implement change. * Demonstrates an awareness and appreciation of the service user, understands the needs of the service user and works to ensure the pharmacy service meets these needs.   **Communication & Interpersonal Skills**   * Demonstrate effective communication skills 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 excellent interpersonal skills including the ability to empathise with and treat patients, relatives and colleagues with dignityand respect. * Utilises influencing and negotiation skills in order to create effective multi-disciplinary and multi-agency working relationships to further the delivery of services. * Demonstrates the ability to develop strong working relationships and the ability to manage difficult and dynamic situations. |
| **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 progressing 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. |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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, Chief II**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** 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 (as at 1/03/2025 ) is:  €82,791 - €88,390 - €91,661 - €95,706 - €100,025 - €104,496  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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)