

**Pharmacist, Chief I**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Pharmacist, Chief I  *(Grade Code: 3263)* |
| **Campaign Reference** | NRS14769 |
| **Closing Date** | **Tuesday 03rd June 2025 at 12:00 noon** |
| **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** | **HSE Primary Care Reimbursement Service (PCRS), Exit 5 M50, Finglas, D11 XKF3 and J5 Plaza, North Park Business Park, Exit 5, M50, North Road, Finglas, D11PXT0**  There is currently one permanent whole-time vacancy available within the Pharmacy Function Unit in Primary Care Reimbursement Service (PCRS).  A panel may be formed as a result of this campaign for **Pharmacist, Chief I, Primary Care Reimbursement Service (PCRS), Finglas, Dublin 11** 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 Pharmacy Function, Primary Care Reimbursement Service  Email : [Linda.Fitzharris@hse.ie](mailto:Linda.Fitzharris@hse.ie)  Phone : 01 8647100 Ext: 7308 |
| **Details of Service** | 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.  PCRS manages a large budget in the region of €4 billion on behalf of the HSE and also manages the majority of eligibility applications for large Community Schemes such as Medical Card, GP Visit Card, Drugs Payment Scheme and Long Term Illness eligibility. PCRS also reimburses hospitals (and others) for services under various national arrangements such as the Oncology Drug Management System and Hepatitis C drug reimbursements. PCRS is part of HSE National Services and Schemes.  PCRS provides additional services to the wider health service through the functions of the Corporate Pharmaceutical Unit which is responsible for drug pricing and through other functions such as the PCRS’s collaborative support to the Medicines Management Programme. |
| **Reporting Relationship** | The post holder will report to the Head of Pharmacy Function or their delegate |
| **Key Working Relationships** | The post holder will work collaboratively with, amongst others:   * HSE PCRS Management and various functions within PCRS including Corporate Pharmaceutical Unit, Reimbursement Operations, Probity, High Tech Co-ordination Unit, Finance and ICT * HSE National Services and Schemes * Office of the HSE Chief Clinical Officer, Office of the HSE Chief Financial Officer and other offices of HSE Senior Leadership Team members as necessary * HSE Medicines Management Programme and other clinical programmes * HSE e-Prescribing and National Medicinal Products Catalogue Teams * Department of Health and other government departments * Health Products Regulatory Authority (HPRA) * Health Information Quality Authority |
| **Purpose of the Post** | * To participate as a member of the Pharmacy Function Management Team ensuring the optimal use of available resources. * Liaison for the HSE Pharmacists Team in the CHO areas * Oversee the national framework for managing applications for HSE Pharmacy Contracts for the delivery of community pharmacy services * Design, implement and monitor processes to ensure that the HSE can be assured of the delivery of services under the Community Pharmacy Contractor Agreement * Liaise closely with the Head of Probity within the PCRS in respect of Primary Care Contractor behaviour * Supervise the maintenance of the Reference Data held within the Pharmacy Function Unit * Design, implement and monitor processes to ensure that the HSE provides services under the Statutory Schemes through community pharmacies in a uniform manner and as efficiently as possible * Manage the patient specific arrangements that arise on occasion under Section 23 of the Health (Pricing and Supply of Medical Goods) Act 2013. * Manage the National Pricing and Reimbursement Application Process and System for the specific Non Drug categories covered within the HSE Reimbursement List. * Ensure resources and processes in place so that the Unit can meet its goals and targets * Liaise with the relevant regulatory bodies e.g. PSI/HPRA to ensure constructive relationships and alignment with patient safety initiatives and developments |
| **Principal Duties and Responsibilities** | *The Pharmacist, Chief I will:*  **Professional / Clinical Responsibilities**   * Lead and / or participate in specific work programmes, projects or teams of the Pharmacy Function Unit as delegated by the Head of Pharmacy Function * Ensure effective quality assurance of the delivery of community pharmacy services in line with the Community Pharmacy Contractor Agreement. * Liaise with the HSE Pharmacists Team in the CHO areas. * Support the development of an evidence based and accountable performance management culture * Lead and oversee an Inspection Framework in collaboration with the Head of Probity in PCRS * Advise the HSE on the pharmacy service requirements and development strategy for community care / primary care services. * Manage the team’s personnel, ensuring resources are deployed in accordance with best practice * Lead and Supervise the annual stock take of Dispensing Doctors * Work and act in accordance with the Code of Conduct of Pharmacists * Ensure effective quality assurance of the functions of the unit. * Represent the HSE in engagements with Government Departments, Ministers, Political System, Oireachtas Committees and other State bodies (e.g. ESRI, HPRA, HIQA). * Prepare responses to Parliamentary Queries and media queries as required * Co-operate with other PCRS functions (e.g. High Tech Co-ordination Unit, Probity, Operations, Finance) to ensure appropriate reimbursement (including governance and reporting) arrangements are in place for all relevant schemes and arrangements. * Perform such other duties as may be appropriate to the office as may be assigned to him/her from time to time by the HSE.   **Management**   * Lead and manage the Pharmacy Function Unit and may deputise for the Head of Pharmacy Function in their absence. * Assist in ensuring an efficient and effective Pharmacy Function Unit, in accordance with HSE / PCRS needs, pharmacy and medicines legislation, including the Health (Pricing and Supply of Medical Goods) Act 2013, the Pharmacy Act 2007, Medicinal Products (Prescription and Control of Supply) and Misuse of Drugs Regulations and other legal requirements. * Assist in strengthening leadership of the Unit. * Assist and supervise on service planning and monitoring considering skill mix, staff resources and advances in technology. * Assist in driving changes where required as identified. * Provide support to the High Tech Hub as necessary. * Assist in the continued development of reporting capacity and KPIs. * Assist in ensuring there are effective Pharmacy Function personnel retention and recruitment strategies in place. * Carry out and participate in the unit and individual performance review. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **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. * Ensure the participation of staff in mandatory training programmes. * Identify own training needs and keep a portfolio of practice – maintain and update specialist and general pharmacy and medicine knowledge in core areas. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.     **Clinical Governance, Quality Assurance, Risk, Health & Safety**   * Ensure the Pharmacy Function Unit operates a culture that aligns with organisational, national and professional guidance. * Contribute to the strategic medicines management agenda, with an emphasis on efficient and cost effective management of medicines in the pricing and reimbursement system. * 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. * Ensure that efficient use of expertise on medicines pricing and reimbursement is embedded in the organisation * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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 Standards etc. and 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.   **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** | 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**   1. Have at least five 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. 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 and breadth of:   * Experience in working with Primary Care Contractor Agreements and Arrangements and their regulatory oversight * Leadership experience in medicines management processes, as relevant to the role. * Operational experience in working at a senior level, on own initiative, in a complex healthcare environment 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**   * Demonstrates sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrates the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland. * Demonstrates expert knowledge and understanding of the laws and regulations underpinning medicines pricing and reimbursement. * Demonstrate Knowledge of the Community Pharmacy Contractor Agreement and the implementation of its provisions * Demonstrate knowledge of the operation of the Primary Care Reimbursement Schemes * Demonstrate Knowledge and Understanding of the Health Service Reform Programme (Slaintecare) * Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrates evidence of computer skills including, Microsoft Office, Outlook, Excel etc. including an ability to utilise computer software systems to analyse data.   **Planning and Managing Resources**   * Contributes to the reimbursement governance agenda; influences the reimbursement governance agenda for the team. * Demonstrates a strategic focus e.g. in the development of 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.   **Managing and Developing (Self and Others)**   * Ensures a robust evidence driven environment and quality within the work 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. * Demonstrates the ability to manage and develop self and others in a busy working environment.   **Commitment to providing a Quality Service**   * Demonstrates a commitment to providing a quality service; promoting high standards and striving for a user centred service. * 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 service meets these needs. * Demonstrate ability to empathise with and treat patients, their representatives, colleagues and other stakeholders with dignity and respect.   **Evaluating Information and Judging Situations**   * Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to decision-making and the management of resources and challenges. * Gathers information from a number of reliable sources and people to enable them to make well-founded decisions. * Demonstrates ability to make decisions in complex situations, in the absence of evidence or data or when there is conflicting evidence or data. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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.   **Communication & Interpersonal Skills**   * Demonstrate effective communication skills (verbal and in writing) including the ability to present complex information in a clear and concise manner. * Demonstrates strong interpersonal skills and the ability to interact with a wide variety of stakeholders. * 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 I**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available are permanent and whole time.  The posts are 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)  €94,178, €98,645, €100,397, €102,817, €105,503, €108,240  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)