Pharmacist, Senior

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Pharmacist, Senior**  (Grade Code: 3239) |
| **Campaign Reference** | NRS14911 |
| **Closing Date** | *Wednesday 30th July 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** | There is currently one permanent whole-time vacancy available in Medicines Management Programme (MMP), Primary Care Reimbursement Services (PCRS), St. James’ Hospital, James’ Street, Dublin 8.  A panel may be formed as a result of this campaign for **Pharmacist, Senior, Medicines Management Programme, Primary Care Reimbursement Services (PCRS)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Professor Michael Barry Clinical Lead HSE-MMP  **Email**: Barrym@tcd.ie |
| **Details of Service** | The HSE’s multi-disciplinary Medicines Management Programme (MMP) was established in 2013 with the aim to promote safe, effective and cost-effective use of medicines. The MMP works with the [HSE-Primary Care Reimbursement Service](http://www.hse.ie/eng/staff/pcrs/) (HSE-PCRS) and in collaboration with the [National Centre for Pharmacoeconomics](http://www.ncpe.ie/) (NCPE) and the [National Medicines Information Centre](http://www.stjames.ie/nmic/index.html) (NMIC) to provide sustained national leadership relating to issues such as the quality of the medicines management process, access to medicines and overall expenditure on medicines.  The MMP, through research, analysis, prescribing and cost guidance, has undertaken a number of initiatives aimed at enhancing evidence-based and cost-effective prescribing nationally e.g. the Preferred Drugs Initiative and Prescribing and Cost guidance.  In recent years the scope of MMP has expanded and it has quickly become a pivotal part of the medicines reimbursement process in Ireland. Health Technology Management (HTM) is a key component; it refers to measures put in place to enhance the safe, effective and cost-effective use of medicines, thereby controlling utilisation and expenditure.  The MMP currently manages over 34 HTM projects in the Irish Healthcare setting including:   * Reimbursement Application Systems (RAS) * Managed Access Processes (MAPs) and * Best-Value Biological (BVB) projects. * Reimbursement application systems (RAS) are online systems to support evidence-based reimbursement of high cost/high budget impact areas e.g. Lidocaine (Versatis®) medicated plaster, sacubitril/valsartan (Entresto®), oral nutritional supplements (ONS) * Managed Access Processes to support patient access to high cost/ high budget impact treatments in the Irish healthcare setting. This process supports the HSE to ensure value for money and oversight of allocation of scarce healthcare resources, a core principle of Slaintecare, in a variety of therapeutic areas including dermatology, cardiology and neurology.      * Best-Value biological (BVB)/Best-Value Medicines (BVM) initiative aims to promote the use of biosimilars and best-value medicines, when available, and to work with the HSE and clinicians to assist in increasing the uptake of these medicines in Ireland. The MMP has identified BVB/BVMs for the following medicines: * Adalimumab * Etanercept * Glatiramer * Granulocyte-colony stimulating factors (i.e. filgrastim, lipegfilgrastim, pegfilgrastim) * Teriparatide. |
| **Reporting Relationship** | The post holder will report directly to the Medicines Management Programme National Clinical Lead or their designate. |
| **Key Working Relationships** | The post holder will work collaboratively with the Clinical Lead and other MMP team members on a daily basis. Other key relationships include staff in the PCRS, the High Tech coordination unit, Corporate Pharmaceutical Unit (CPU), National Medicines Information Centre (NMIC) and the National Centre for Pharmacoeconomics (NCPE). The role will also involve developing working relationships with other healthcare professionals as appropriate. |
| **Purpose of the Post** | The overall purpose of the post is to develop, participate, implement and report on prescribing initiatives aimed at improving the quality and cost-effectiveness of prescribing in the Irish health services. |
| **Principal Duties and Responsibilities** | **Clinical Services**  *The Pharmacist Senior (Medicines Management Programme) will:*   * Develop, participate and implement prescribing initiatives aimed at improving quality and cost-effectiveness of prescribing in the Irish health services. * Undertake, partake and develop relevant research in the area ensuring awareness of best practices and recent international developments. * Provide advice, as required, on the proper and economic use of drugs and medicines including participation in schemes for the dissemination of information in relation to drugs and drug usage designed to deliver optimal care economically. * To work with prescribers in the acute hospital setting and the primary care setting. * To promote comparative and cost-effective evidence on prescribing * To produce and provide feedback and prescribing advice to prescribers based on PCRS data and best practice recommendations * To provide prescribing support, training and education to prescribers, other health care professionals and patients where appropriate * Maintain relevant databases and develop outcomes research. * Promote comparative and cost-effective evidence on prescribing. * Assess patient and clinical level experience of new and existing technologies. * Investigate the utilisation and expenditure of medicines under the community drugs schemes using the HSE prescribing databases. * Provide prescribing support, training and education to GPs, other health care professionals and patients where appropriate. * Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development. * Work as part of a team to develop all Medicines Management Programme initiatives and report all relevant issues to the Clinical Lead and Management.   **Educational**  *The Pharmacist Senior (Medicines Management Programme) will:*   * Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, journal club and other educational events. * Supervise and tutor pharmacy students and other students during work experience placements in the department. * Participate in continuing education and in such 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. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Health & Safety**  *The Pharmacist Senior (Medicines Management Programme) will:*   * Take responsibility for care of his/ her own acts or omissions and the effect these may have upon the safety of themselves or any other person. * Use safety equipment or clothing in a proper manner and for the purpose intended. * Respect property/equipment supplied in the interests of health and safety * Comply with health and safety procedures, instructions or training that has been given. * Undertake any task for which they have not been authorised and for which they are not adequately trained. * Take responsibility and bring to the attention of a responsible person any perceived shortcoming in safety arrangements or defects in work equipment. * Familiarise himself/herself with Risk Management / Fire, Health & Safety Policies. * 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, Economic Guidelines etc. * 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 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience etc.**   1. (i) Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered   **And**  (ii) Have at least three years’ satisfactory post registration experience  **And**  (iii) Possess knowledge of the operation of the Primary Care Reimbursement Service (PCRS) and the Medicines Management Programme (MMP).   1. Possess the requisite clinical 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 experience in the safe, effective and cost-effective use of medicines as relevant to the role. |
| **Other requirements specific to the post** | Access to transport is a necessary requirement of this role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Understanding and/ or experience of health services and in particular pharmaceutical services. * Demonstrate sufficient clinical and professional knowledge to carry out the duties and responsibilities of the role. * Demonstrate the practice and skills to achieve the core competencies for pharmacists as identified by the pharmacy regulator, the Pharmaceutical Society of Ireland. * Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrate evidence of computer skills including Microsoft Office and Outlook.   **Planning and Managing Resources**   * 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.   **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. * 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.   **Commitment to providing a Quality Service**   * Demonstrates a commitment to providing a quality service; demonstrates initiative and innovation in identifying areas for service improvement and an openness to change. * Demonstrate 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. * Demonstrates the ability to empathise with and treat patients, relatives and colleagues with dignity and respect.   **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 responsibility * 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.   **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 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, Senior**

**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 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-2), 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-3). * 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 [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-2)
2. [↑](#footnote-ref-3)