**Pharmacist**

**HSE National Drug Treatment Centre (NDTC)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Pharmacist  (Grade Code: 3247) |
| **Campaign Reference** | NRS15010 |
| **Closing Date** | **12:00 noon on Wednesday 10th September 2025** |
| **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 National Drug Treatment Centre (NDTC)**  There are currently two permanent whole-time vacancies available in the National Drug Treatment Centre, 30-31 Pearse Street, Dublin 2.  A supplementary panel may be formed as a result of this campaign for Pharmacist within **HSE National Drug Treatment Centre (NDTC) Dublin** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Meghan Lynch, Senior Pharmacist  **Tel:** 01 6488627  **Email:** [milynch@dtcb.ie](mailto:milynch@dtcb.ie) |
| **Details of Service** | National Drug Treatment Centre is providing an addiction service to clients on a national level. We have over 500 clients on our Treatment List, with an average of 300 clients attending the clinic daily.  The Pharmacy Department provides a dispensing service for Opioid Agonist Treatment (OAT) and other medications within the centre. The pharmacy department is responsible for ensuring governance in service provision within the pharmacy and dispensing areas, procurement of all medications, maintaining adequate stock levels in the pharmacy, participation in various committees including drug and therapeutics and clinical quality and safety committee (CQSC), maintaining a medicines guide for the centre, education and presentations to clinical staff.  The National Drug Treatment Centre pharmacy department provides Hepatitis C treatment on site to clients, offers a HIV support service and liaises with inclusion health services within our main hospitals facilitating in-reach clinics.  The team structure within the centre comprises of a multidisciplinary team including: consultant psychiatrists, pharmacists, pharmacy technicians, nurses, doctors, health and social services professionals, clerical administration and general support staff. |
| **Reporting Relationship** | The successful candidate will report to the Chief II Pharmacist. |
| **Key Working Relationships** | N/A |
| **Purpose of the Post** | To assist with the provision of a high-level pharmacy service to the Clinic and departments serviced by the Pharmacy Department. |
| **Principal Duties and Responsibilities** | ThePharmacist will:   * Safely and accurately dispense medication including opiate agonist treatment (OAT) and in some cases administer OAT to clients attending the clinic on a regular basis. * Operate under the HSE Clinical Guidelines for Opiate Substitution Treatment. * Work as a part of the multidisciplinary team (MDT) within the NDTC and represent the pharmacy department at MDT meetings contributing to the development and implementation of client care plans. * Manage, supervise and dispense Hepatitis C medications in the Centre. This will involve regular interaction with Hepatitis C clients. * Be responsible for co-operating with and assisting the Senior Pharmacists where assigned in the performance of his/her duties and responsibilities as required. * Supervise and supply drugs, pharmaceuticals and other related items as may be required. * Perform duties in the dispensary to ensure that the purchase, storage and supply of all items is operated on the most economical lines, consistent with quality at pharmacy and department levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability. * Maintain records for purchasing quality control to the standards required. This involves managing and submitting the pcrs claims on a regular basis. * Participate in the development and expansion of clinical pharmacy services * Offer the provision of advice, as required, to medical and nursing staff on the proper and economic use of drugs and medicines * Participate in the development, implementation and audit of guidelines, with regard to use of drugs. * Ensure the needs of the clients and professional staff are adequately met by the pharmaceutical service provided and this will involve providing help and advice to clients and staff on all aspects of treatment. * 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. To maintain professional competency by involvement with continued professional development. * Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required. * Supervise and manage any student pharmacist or pharmacist technicians as assigned to him/her. * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To 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 him/her 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. Be a registered Pharmacist with the Pharmaceutical Society of Ireland (PSI) or be entitled to be so registered.   **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.  **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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in pharmaceutical services as relevant to the role. |
| **Other requirements specific to the post** | N/A |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate sufficient clinical and professional knowledge and evidence-based practice to carry out the duties and responsibilities of the role. * Demonstrate evidence of up-to-date pharmaceutical knowledge. * 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 as part of the dispensing process, Word, Excel, Power Point and Pharmacy Dispensing Systems. * Demonstrate awareness of the security considerations/confidentiality involved in working in a drug addiction clinic pharmacy. * Demonstrate commitment to continuing professional development.   **Planning and Managing Resources**   * Demonstrate the ability to plan and manage resources in an effective manner and an awareness of the importance of value for money. * Manages multiple tasks and adjusts priorities in response to changing circumstances. * Demonstrates awareness of potential problems and flexibility in prioritising to maintain service standards. * Accepts responsibility for own work; demonstrates good time management skills and meets deadlines in a busy working environment. * Demonstrate the ability to organise and co-ordinate staff assigned to work under your supervision.   **Team Player**   * Demonstrates an ability to work individually and as part of a multi-disciplinary team. * Seeks to establish co-operative working relationships with colleagues in other areas. * Participates, collaborates and advises on therapeutic decision-making and uses appropriate referral in a multi-professional team. * Demonstrate the ability to contribute to the training and development of others both within the pharmacy and in the general multidisciplinary team.   **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 awareness and appreciation of the service user. * Treats all service users with dignity and respect and ensures that welfare of the service user is a key consideration at all times.   **Evaluating Information and Judging Situations**   * Demonstrates the ability to make accurate, evidenced based and timely decisions in relation to clinical decision-making and the management of patients. * Gathers information from a number of reliable sources and people to enable well-founded decisions. * Assumes responsibility and accountability for managing medication therapy and demonstrates an understanding of the need to monitor the health and progress of patients in response to drug therapy to ensure the safe and effective use of medication. * Demonstrate leadership and decision-making ability.   **Communications and Interpersonal Skills**   * Demonstrates effective communication skills both verbal and in writing, including the ability to present complex information in a clear and concise manner. * Demonstrates strong interpersonal skills including the ability to interact directly with patients and members of a multidisciplinary team.   Demonstrates the ability to impart (scientifically valid) information and advice regarding the safe, appropriate, and cost-effective use of medications. |
| **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**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole time.  The posts are pensionable. A supplementary 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 01/08/2025) is:  €49,485 €52,666, €56,026, €59,488, €63,026, €66,583, €70,208, €73,898, €77,656, **€79,166, LSI**  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 working week applying to the post is to be confirmed at Job Offer stage. | |
| **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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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)