HR/ER Department,

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

Business Operations,
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

**General Manager, Hospital Medicines Management System**

**Access & Integration Drug Management Programme**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | General Manager, Hospital Medicines Management System (HMMS), Access & Integration Drug Management Programme(Grade Code:0041) |
| **Remuneration**  | The Salary scale for the post is: General Manager€84,898 €87,042 €90,438 €93,859 €97,253, €100,656 €105,604 (01.03.2025)**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. |
| **Campaign Reference** | T&T/41/25 |
| **Closing Date** | 12 noon, Wednesday, 13th August, 2025 |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **Hospital Medicines Management System (HMMS), Access & Integration Drug Management Programme (AIDMP)**There is currently one permanent whole-time vacancy available in the HMMS National Team, AIDMP, Access & Integration, Dargan Building, Heuston South Quarter, St. John's Road West, Dublin 8.A panel may be created from this campaign for **Access & Integration Drug Management Programme** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Fionnuala King, Chief Pharmacist, Access & Integration Drug Management Programmeemail: Fionnuala.King@hse.ie  |
| **Details of Service** | Technology & Transformation is the HSE office responsible for the delivery of technology to support healthcare across Ireland. Technology & Transformation embraces all voice, video and data communications technologies and provides one central management point for all purchases of hardware, software, telecommunications, ICT developments and advisory services. Technology & Transformation is also responsible for implementing the Digital for Care Framework, ensuring that technology supports healthcare efficiently and effectively throughout the whole system. The core of Digital for Care is to bring improved population wellbeing, health service efficiencies and economic opportunity through the use of technology enabled healthcare provision.[Digital for Care 2030](https://www.ehealthireland.ie/technology-and-transformation-functions/digital-for-care-2030/digital-for-care-2030-overview/) is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Sláintecare programmes and deliver integrated care that is fully aligned with the Health Regions structure. These programmes are critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland.The post holder will be a member of the HMMS National Team, within AIDMP. The post holder will work with other members and domain experts within the HMMS National Office, HSE Technology & Transformation and AIDMP ensure that the HMMS remains aligned to evolving protocol, practice and standards. The post holder will work within the AIDMP, the Pharmacy function within HSE Access & Integration. AIDMP was established in 2017 to promote cost effective use of medicines and provide equitable access to drug therapies on the basis of clinical need in the Irish Health Service. AIDMP is currently deploying HMMS, replacement Pharmacy software for acute and non-acute Pharmacy sites. The HMMS Drug and supplier files underpin this system. The AIDMP is responsible for:* Coordinating and supporting medicine management initiatives in Irish public hospitals
* Ensuring the full benefits of the Pharma Industry Framework agreements for hospitals are realised effectively in the best interests of patients and the wider health system
* Minimising the on-going workload for key stakeholders associated with medicine management; Health Regions Management and Pharmacy Executive Managers, medicines suppliers, Access & Integration, Corporate Finance Division; HSE Health Business Service (HBS),
* Initiatives include developing and publishing national prescribing protocols for COVID and selected other therapeutics, introduction of the Dynamic Purchasing System portal to improve access to HSE publish drug tenders and standardising reports and the reporting cycle on hospital drug expenditure
* Provide subject matter expertise on behalf of the National Director Access & Integration on medicines related statutory and non-statutory enquires

Digital for Care 2030 is the Framework under which all digital health solutions for the HSE are co-ordinated, streamlined and implemented. It provides a strategic and innovative plan to advance key Sláintecare programmes and deliver integrated care that is fully aligned with the Health Regions structure. This programme is critical in setting the future policy direction under Digital for Care, for considering opportunities offered by current and emerging technologies, and are fundamental in the delivery of digital health transformation in Ireland. |
| **Reporting Relationship** | The General Manager HMMS will report to the AIDMP Chief Pharmacist |
| **Purpose of the Post**  | To provide leadership and expertise for the HMMS programme within the AIDMP and the hospitals’ Pharmacy Departments. The successful candidate will have operational responsibility for the delivery of the HMMS project, in collaboration with the AIDMP Chief Pharmacist and other key stakeholders involved in the project. The successful candidate will provide expertise and support to all aspects of the solution with a focus on safety, data quality and alignment of the HMMS project to AIDMP and wider HSE priorities and strategy. |
| **Principal Duties and Responsibilities** | **Responsibilities will include:** * Understand the project sponsor’s vision for the rollout of the national solution and be capable of communicating this vision to hospital teams.
* Be capable of making decisions in accordance with project governance
* Make and defend recommendations to the HMMS Implementation Board
* Ensure expected benefits are realised
* Champion HMMS with relevant expert groups and User Groups

**Professional** * Provide expertise and advice on all relevant aspects of the HMMS project.
* Work in collaboration with HMMS National Team colleagues, acute and non-acute hospitals Pharmacy staff, HSE Technology & Transformation and AIDMP colleagues towards the successful implementation of HMMS.
* Work with stakeholders at national, regional and individual hospital level to ensure clarity of purpose and direction to support the implementation and optimisation of the HMMS.

**Strategic*** Oversee the operation and management of the HMMS National Office
* Work with the vendor, the HMMS Steering Group, the HMMS Implementation Board, local hospital teams and HMMS National Office to implement the HMMS project and ensure that the project’s business benefits are fully realised.
* Provide updates as required on relevant aspects of the project.
* Develop a culture of quality improvement and product optimisation relating to the operation of HMMS.
* Provide appropriate input into other projects that require an involvement of HMMS.
* Provide presentations/information sessions to relevant groups/meetings, as required.
* Act as a representative for HMMS on appropriate national groups, as required.

**Developmental*** Work with other HMMS National Office colleagues, Technology & Transformation colleagues, the hospitals and the vendor to ensure the successful implementation and on-going management of HMMS and associated systems.
* Implement a HMMS User Group to support the development of HMMS and act as a mechanism for real-world feedback from live sites.
* Develop and implement the required governance arrangements as the system programme transitions from planning and configuration to implementation across multiple sites.
* Engage with the development of standard datasets to support HMMS.
* Develop policies and protocols required to support HMMS implementation and usage nationally.
* Develop an approach to ensure the coordination and understanding of different tasks and requirements in individual hospitals for deployment of HMMS.
* Be responsible for his/her professional development and performance, in line with HSE performance management requirements. S/he should undertake personal continuing education and training as necessary to maintain a high level of competency in carrying out the tasks required, including keeping up to date with medicines management practices and legislation changes that might impact on HMMS.
* Undertake required research and prepare reports/papers on the range of responsibilities of HMMS Programme.

**Operational*** Liaise with the system vendor on relevant aspects of the system on an on-going basis.
* Oversee HMMS programme in conjunction with HMMS Senior Systems manager, the HMMS Chief II Pharmacist and the Chief Pharmacist AIDMP, to ensure the efficient and effective development, implementation and roll-out of relevant elements of the system.
* Oversee and provide, as appropriate, the training requirements for relevant elements of the system across the participating hospitals.
* Consistently review the system with a view to its enhancement and on-going quality improvement.
* Ensure that the required meetings to support and manage HMMS happen in a timely manner.
* Lead on HMMS information governance, data protection requirements and clinical safety requirements.
* Participate in and cooperate with any internal or external review of the service.
* Draft responses to Freedom of Information (FOI) requests, Parliamentary Questions (PQs), media requests and other queries, as required.

**Human Resources*** Manage and develop, as appropriate, assigned staff of HMMS National Office.
* Adhere to any on-going performance management requirements, as assigned by the line manager.
* Contribute to a good working environment that contributes to maintaining and enhancing effective working relationships.

**Health and Safety, Risk Management & Quality*** Be aware of risk management issues, identify risks and take appropriate action.
* Participate in relevant quality assurance and quality control procedures.
* Ensure all standard operating procedures, health and safety at work legislation are understood and complied with.

**Other*** Comply with policies, procedures and safe professional practice of the Irish healthcare system by adhering to relevant legislation, regulations and standards.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in healthcare.
* Monitor research and new developments. Initiate, facilitate and participate in relevant research and promote awareness of on-going and current research.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* To act as spokesperson for the Organisation as required
* Demonstrate pro-active commitment to all communications with internal and external stakeholders

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:*** Significant experience working at a Senior Management level in acute, non-acute hospital or community medicines management, medicines procurement or health informatics in a setting relevant to this role
* Experience of health informatics
* A record of delivering reform and change, working in a complex environment through strong interpersonal and communication ability
* Experience of managing and working collaboratively with multiple internal and external stakeholders as relevant to this role.

Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character.**Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role, as post will involve frequent travel.
* Flexibility in relation to working hours to fulfil the requirements of the role.
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| **Additional eligibility requirements**  | Citizenship Requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR(ii) 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 and Experience** Demonstrates:* A strong understanding of HMMS solution and/or process-based redesign opportunities relating to new computer information systems in hospital Pharmacy or other setting.
* A high level of clinical and operational knowledge to carry out the duties and responsibilities of the role.
* A strong understanding of standardised national datasets and healthcare interoperability, as relevant to this role.
* Excellent knowledge of the delivery of Pharmacy services in acute and non-acute hospitals.
* A good understanding of healthcare management structures within the publicly funded health service, particularly medicines management.
* Knowledge of key legislation, regulations and strategies as relevant to this role e.g. FOI and Data Protection legislation, National Financial Regulations, Sláintecare, etc.
* Knowledge and application of evidence-based decision-making practices and methodologies
* Excellent professional writing skills e.g. reports, PQs, briefing papers etc., including and the ability to produce reports to publication standard
* Knowledge and experience of operations management, programme and project management, including knowledge of project management principles and methodologies,
* Knowledge of the HSE, broader health services including a good knowledge of HSE reform
* Excellent MS Office skills, including MS Word, Excel, PowerPoint, Visio and Outlook.

**Managing & Delivering Results (Operational Excellence)**Demonstrates:* A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships.
* Evidence of effective planning and organising skills including awareness of resource management and importance of value for money
* The ability to initiate, develop and deliver projects on time.
* The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion
* Strong focus on achieving high standards of excellence and measurement of performance
* The ability to manage deadlines and effectively handle multiple tasks

**Leadership & Direction**Demonstrates: * A track record as an effective leader with a can-do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment
* Evidence of effective leadership in a challenging and busy environment including a track record of innovation / improvements.
* The capacity to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
* Teamwork skills including the ability to work as part of a multidisciplinary team environment.
* An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals.
* The ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation.
* Evidence of strategic management skills including service planning, managing own work and that of others, delegating appropriately within the resources available.
* A capacity to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions.

**Working with and Through Others (Influencing to Achieve)**Demonstrates:* The ability to work independently as well as with a wider team in a complex and challenging environment.
* The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service.
* The ability to listen to contrary views and consider all insights and contributions in the management of service delivery.
* Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups; the ability to give constructive feedback.
* The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders.

**Critical Analysis, Problem Solving & Decision Making**Demonstrates:* The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges.
* The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions.
* Effective problem-solving capacity in complex work environments.

**Communication & Interpersonal Skills**Demonstrates:* Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups
* The ability to present information clearly, concisely and confidently in speaking and in writing
* A track record of building and maintaining key internal and external relationships in achieving organisational goals
* An ability to influence and negotiate effectively in furthering the objectives of the role

**Personal Commitment & Motivation**Demonstrates:* A service user centred approach to provision of services.
* An ability to cope with competing demands without a diminution in performance.
* The ability to ensure the treat patients / service users, relatives and colleagues with dignity and respect.
* A willingness to learn from experience and to identify opportunities to further grow and develop.
* A high standard of service delivery including a quality focus, openness to change and the ability to effectively manage change.
* The ability to keep abreast of developments in technologies and their likely impact on hospital Pharmacy services.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your Application Form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**General Manager**

**Hospital Medicines Management System (HMMS)**

**Access & Integration Drug Management Programme**

**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. |
| **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.The standard working week applying to the post is 35 hours. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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 <http://www.sipo.gov.ie/> |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)