

HR/ER Department, Business Operations,  
Technology and Transformation

Dr. Steevens’ Hospital,

Dublin 8, D08 W2A8

Rannóg AD/CF

Oibríochtaí Gnó

Teicneolaíocht agus Trasfhoirmiú

FSS, Ospidéal Dr. Steevens

Baile Átha Cliath 8, D08 W2A8

**Pharmacist, Senior**

**Hospital Medicines Management System (HMMS)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Pharmacist, Senior.  **Hospital Medicines Management System (HMMS)**  (Grade Code: 3239) |
| **Remuneration** | The Salary scale for the post is: Pharmacist - 1/3/2025    €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. |
| **Campaign Reference** | T&T/44/25 |
| **Closing Date** | 12 Noon. Thursday 21st August, 2025 |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Access & Integration Drug Management Programme**  There is currently one permanent whole-time vacancy available in the Access & Integration Drug Management Programme, Access & Integration, Dargan Building, Heuston South Quarter, St. John's Road West, Dublin 8.  A panel may be created from this campaign for **Pharmacist, Senior. Access Drug Management Programme** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled.  Technology and Transformation are responsible for implementing the Digital for Care Framework by ensuring that technology supports healthcare efficiently and effectively throughout the whole system. Technology and Transformation are working closely with each of the six Health Regions to achieve this aim and some of these posts may be located and report into one of the six health regions. |
| **Informal Enquiries** | **Name**: Fionnuala King, Chief Pharmacist, AIDMP.  **Email**: [Fionnuala.King@hse.ie](mailto:Fionnuala.King@hse.ie) |
| **Details of Service** | The post holder will be a member of the **HMMS** (Hospital Medicines Management System)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 to ensure that 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 post holder will report to the Chief II Pharmacist HMMS Implementation Lead or designee as advised by the AIDMP Chief Pharmacist. |
| **Purpose of the Post** | * Acting as Site Lead together with HMMS National Team colleagues to implement the Hospital Medicines Management System in publicly funded acute and non-acute hospitals. * Working with HMMS National Team and eHealth colleagues to review HMMS with a view to its enhancement and on-going optimisation. * To work with existing team members to support the build and maintenance of the HMMS data files. * The pharmacist, senior may also be involved in projects as outlined in the job description and any other projects as relevant to the AIDMP. |
| **Principal Duties and Responsibilities** | The following is a list (not exhaustive) of some of the areas to which the post holder may be directed to contribute (the post holder may be given designated responsibility for certain of these programme areas).  *Pharmacist, Senior (HMMS) will:*   * Work directly with the HMMS Implementation Lead to implement HMMS in publicly funded acute and non-acute hospitals in Ireland * To act as the HMMS Site Lead, working with site hospital colleagues on the tasks outlined in a site’s Project Plan in the pre-implementation stage of HMMS deployment. * Working with HMMS National Team colleagues, support a HMMS site through the change management needed for successful adoption of HMMS. * Support the specific communication and information needs of stakeholders * Engage with stakeholders across the HSE, HSE Technology & Transformation colleagues, hospital pharmacy colleagues, local IT departments and the HMMS vendor to ensure successful introduction of HMMS in publicly funded acute and non-acute hospitals in Ireland * Assist in the provision of expertise & advice at national level to AIDMP and Health Service Management to ensure that medicines are managed safely and efficiently. * Play a key role in the build and maintenance of the HMMS data files throughout the lifetime of the system. * Work with the wider HMMS National team to ensure that the product development is in line with user requirements and aligned to the wider requirements of Access & Integration and the HSE. * Work with prescribers and other healthcare staff to implement good clinical pharmacy and multidisciplinary policies and practice ensuring safe and efficient use of medicines. * Support other project work as appropriate.   **General**   * Work with the existing team members to ensure that all work programmes are completed to a high standard * Support the specific communication and information needs of stakeholders * Assist in the Preparation of responses to Parliament Queries * Assist in the Preparation of responses to Media * Ensure effective quality assurance of the functions of the unit * Co-operate with other HSE functions (e.g. HSE Finance) to ensure appropriate reimbursement (including governance and reporting) arrangements are in place for medicines * Work with other government agencies and departments to assist in the provision of robust national governance arrangements around medicines prescribing, reimbursement and data analytics * Develop and implement policies, procedures and guidelines relating to medicines management * Perform such other duties appropriate to the office of Senior Pharmacist as may be assigned to him / her from time to time by the AIDMP Chief Pharmacist * Conduct research and audit relating to the use of medicines and medicines management * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service * Be involved in projects as outlined in the job description and any other projects as relevant to the AIDMP * As this project involves interacting with acute and non-acute hospitals, the selected candidate may be required to travel to hospital sites on an occasional basis   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**    **1. Professional Qualifications, Experience, etc**    Eligible applicants will be those who on the closing date for the competition:     1. Are a registered Pharmacist with the Pharmaceutical Society of Ireland    (PSI) or be entitled to be so registered.  **And**     1. Have at least three years satisfactory post registration experience in a community pharmacy, and/or hospital pharmacy and/or national programme setting.   **And**     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.      **2.Annual registration**  Practitioners must maintain 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.  **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. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in hospital pharmacy and/or community pharmacy as relevant to the role * Demonstrate depth and breadth of experience in the use of a Hospital Medicines Management System as relevant to the role * Demonstrate familiarity with the health informatics standards and data analysis as relevant to the role |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role, as travel may be required. * Flexibility around working hours as some out of hours working may be required to ensure that deadlines are met. |
| **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:**   * Demonstrate depth and breadth of experience in the use of a Pharmacy software and drug file data standards relevant to the role * Demonstrate up to date knowledge of pharmacology and therapeutics * Demonstrate knowledge and experience in healthcare informatics * Demonstrate a knowledge of data governance and data analytics * Demonstrate an understanding of relevant law, ethics and legislation relating to medicines and reimbursement * Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery * Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role * Excellent IT skills, particularly the use of MS Word, Excel, Powerpoint and Outlook. * A working knowledge of relevant legislation and standards, including Data Protection legislation, the Health Information Bill and HSE policies and standards, including the HSE Information Governance Standards, data protection guidance, records management, ICT and confidentiality. * Demonstrate an awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital of Care 2030 and of Sláintecare   **Planning & Organising**   * A high level of knowledge and experience relevant to the role * Demonstrate evidence of organisation and management skills including awareness of resource management and importance of value for money * The ability to function effectively in the role as detailed in the job specification * The ability to successfully manage a range of different projects and work activities concurrently utilising computer technology effectively * The ability to manage multiple tasks and work effectively to deadlines * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work   **Problem Solving & Decision Making**   * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources * The ability to confidently explain the rationale behind decisions when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues * Demonstrate the ability to evaluate information, make effective decisions and solve problems in a complex working environment   **Communications & Interpersonal Skills**   * The ability to engage with a range of stakeholders to progress strategic and operational projects * The ability to present information clearly, concisely and confidently * Strong written communication skills, including report writing, with the ability to produce professional documents to publication standard * The ability to coordinate and compile succinct reports on data and policy areas * Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members   **Building and Maintaining Relationships including Teamwork & Leadership Skills**   * The ability to work both independently and collaboratively within a dynamic team and multi-stakeholder environment * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to facilitate the high performance of project boards and committees and to identify and deliver on clear and realistic objectives to advance the aims of the systemic therapy programme * Flexibility and willingness to adapt, positively contributing to the implementation of change * The ability to use information to influence and persuade others with confidence and conviction   **Commitment to a Quality Service**   * Evidence of incorporating the needs of the patient into service delivery * Evidence of practicing and promoting a strong focus on delivering high quality, person-centred services * Commitment to developing own knowledge and expertise and a commitment to continuing professional development * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within the area of responsibility. * Demonstrate commitment to providing a quality service and high standards and to strive for a user centred service. * Demonstrate initiative and innovation in identifying and acting upon areas for service improvement. * Demonstrate effective communication skills (both written and oral) including the ability to present information in a clear and concise manner. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, Powerpoint and Outlook. |
| **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. |
| **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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.  The CPSA Code of Practice can be accessed via <https://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. | |

**Pharmacist, Senior. 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 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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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. |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)