



Pharmaceutical Technician (Temporary Full-time)

Particulars of Office

1. The appointment is temporary, whole-time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale (on appointment).
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The whole time standard weekly working hours for this grade are 37 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the

1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by one months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to

ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



Pharmaceutical Technician

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

(a) The Pharmaceutical Technicians Diploma or Higher Certificate or an equivalent recognised Pharmaceutical qualification

and

(b) Relevant hospital experience is desirable

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



Pharmaceutical Technician

JOB DESCRIPTION

Title:	Pharmaceutical Technician
Purpose of the Position:	To provide a pharmaceutical service to all patients at the NRH
Responsible to:	Pharmacy Executive Manager
Accountable to:	The Chief Executive Officer
Liaison / Communication:	The proper performance of these duties will require a high degree of liaison and communication with managers and staff throughout the hospital in the course of their normal duties and responsibilities.



Pharmaceutical Technician (Permanent Full-time)

JOB DESCRIPTION

Overview of the Role

The Pharmacy Technician will be accountable for ensuring the efficient day to day administration of the Pharmacy Technician function. He/She will need to ensure that accurate attention is paid to detail and consistent adherence to policies and procedures. He/She will be expected to co-operate and work in harmony with other teams and disciplines in the hospital. He/She will be expected to treat service users with dignity and respect, as per the National Rehabilitation Hospital's Dignity at Work Policy.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Maintain awareness of the Mission and Values of the Hospital in all dealings with patients, families / carers, colleagues and others.
- Adhere to hospital policies, procedures and professional codes of practice.
- Participate in service review and development within the Hospital.
- Maintain standards of clinical hygiene.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Be responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keep up to date with all relevant mandatory training for the department.

Specific Accountability

- Accountable to the Pharmacy Executive Manager, their deputy or Senior Pharmaceutical technician.
- Development and provision of a quality pharmacy service within the National Rehabilitation Hospital.
- Participate in audit of the pharmacy and medication management services.
- Maintain own professional development.
- Have knowledge of current theories and practice currently within the field of Pharmacy.

Outline of Duties and Responsibilities

All duties will be carried out under the personal supervision of a Pharmacist.

Dispensing

- Prepare and dispense medications accurately for new admissions and discharges, therapeutic leave medications, unit trolley medications, unit stock, staff prescriptions, cardiac resuscitation and anaphylaxis kits.
- Involvement in medicine reconciliation e.g communicating with hospitals, GPs ,retail pharmacists ,patients and carers to obtain accurate medication lists.
- Processing returned or expired medication.

Stock control

- Maintaining stocks of individually dispensed medications on the units, i.e., trolley top up.

Purchasing

- Participation in stock control. Communicating with wholesalers to order stocks. Receiving, unpacking and processing paperwork.
- Maintain stock control with stock rotation and 'out of date' checks.
- Participate in the Falsified Medicines Directive (FMD) requirements.
- Maintain knowledge of products, prices and suppliers used in the NRH.

- Report shortages to the Senior Pharmacy technician.

Miscellaneous

- Maintain humidity and fridge temperature records.
- Participation in service development.
- Participation in promoting and improving medication safety within the hospital.
- Recording medication-related incidents and interventions.
- Participation in audit activities and protocol formation.
- Participation in providing information to support current KPI (Key Performance Indicators) of the pharmacy department.
- Participation in continuing education and research activities appropriate to the post.
- Attendance at meetings and liaising with other departments and services as required.
- Ensuring optimal workflow in the dispensary.
- Performance of other duties appropriate to the post as may be assigned from time to time by the pharmacist in charge.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being, please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time

to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____