



**Pharmacy Attendant**  
(Permanent, Full-time)

**Particulars of Office**

- 1.** The recruitment is for permanent and whole time staff and the post is pensionable.
- 2. Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health Current scale.
- 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 39 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 70 years of age on the 1<sup>st</sup> 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 two 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-vett 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 wellbeing 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.

### **16. HR Department Privacy/GDPR Policy**

To carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

### **17. NRH Diversity, Equality and Inclusion**

The NRH is committed to carrying out all activities in a way that values Diversity, promotes Equality and fosters Inclusion to successfully deliver the best public service to ensure a diverse, inclusive, high performance workplace.



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### **1. Qualifications**

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

- A leaving certificate qualification, or equivalent, is essential. A relevant third level qualification is desirable.

#### **Post specific requirements**

- Previous experience of working in stock management and in a healthcare setting is desirable.
- An interest in pharmacy and medicines management is desirable.
- Good literacy and numeracy.
- Basic computer skills, with proficiency in the use of Microsoft applications – MS Word and MS Excel (or a willingness to learn).
- Good communication skills are essential.
- Effective planning, organisation, preparation and execution of tasks.
- Ability to take responsibility for own learning and development.
- Evidence of taking initiative towards all areas of work, ensuring effective delivery and running of day-to-day service.

### **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.



**Pharmacy Attendant**  
(Permanent, Full-time)

**JOB DESCRIPTION**

**Title:** Pharmacy Attendant

**Purpose of the Position:** To work as an active member of the pharmacy team to provide medication delivery services and support for an efficient pharmacy dispensary service in accordance with the mission, values, policies and standards of the National Rehabilitation Hospital.

**Accountable to:** Pharmacy Executive Manager

**Reporting Relationship:** Report to the Pharmacy Executive Manager and on a daily basis report to the Senior Pharmacy Technician.

**Liaison/Communication:** The proper performance of these duties will require a high degree of liaison and communication with Pharmacy, Therapy, Nursing and other NRH staff and external agencies



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### **JOB DESCRIPTION**

#### **Overview of the Role:**

The National Rehabilitation Hospital (NRH) provides a comprehensive range of specialist rehabilitation services to patients from throughout Ireland who, as a result of an accident, illness or injury have acquired a physical or cognitive disability and require specialist rehabilitation. Our Programmes, which are accredited by CARF include:

- Brain Injury Programme
- Stroke Programme
- Spinal Cord System of Care Programme
- Prosthetic, Orthotic and Limb Absence Rehabilitation (POLAR) Programme
- Paediatric Family-centred Rehabilitation

The Pharmacy Attendant provides medication and feed delivery services to all units in the NRH and is an integral member of the pharmacy team and is involved in medication receipt, storage and distribution.

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### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

#### **General Accountability**

- Demonstrate behaviour consistent with the Mission, Vision and Values of the NRH
- Be accountable for ensuring a high standard of patient care, including maintaining the patient's privacy, confidentiality and dignity at all times.
- Adhere to hospital policies, procedures and professional codes of practice.
- Attend training as required/mandated by the National Rehabilitation Hospital.
- Ensure that a safe environment is maintained for patients, staff and visitors in compliance with Health and Safety requirements.
- Responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations, and security arrangements.

## **Specific Accountability**

### **1. Confidentiality**

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.

### **2. Policies & Procedures**

You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

### **3. Hygiene Standards**

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospital's requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental & site hygiene standards.

### **4. Health and Safety**

Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

### **5. Information Technology**

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner, which integrates well with systems throughout the organisation.

## **Outline of Duties and Responsibilities**

### **1) Pharmacy stock distribution and stock management**

- Deliver and collect medication and pharmacy supplies to / from the units.
- Check in deliveries from suppliers and put away delivered medicines appropriately, accounting for stock rotation and stock requirements.
- Liaise with the Pharmacy team about problems (discrepancies, shortages) with deliveries.
- Help the Pharmacy team with documentation, e.g., matching purchase orders / invoices / delivery dockets.
- Check expiry dates on feeds and enter data into required files.
- Maintain adequate supplies of enteral and sip feed items in the store.
- Check and count return medication.
- Take part in annual stock take.
- Any other duties that may be assigned by the line manager or deputy.

### **2) Maintains the pharmacy environment**

- Maintain Pharmacy workflow and storage areas clean and tidy.

*Reviewed by Pharmacy Executive Manager 2026*

- Ensure dispensing stations are maintained to support dispensing activity, e.g., Fill up tablet bottles, lids, bags, labels, replenish stationary etc.
- Clean pharmacy totes and delivery bags, medication fridges, pharmacy trolley, telephone, keyboards and counters, as required.
- File documents.
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### **3) Maintains Effective Working Relationships in the Interdisciplinary Team**

- Work as an effective member.
- Demonstrate knowledge of the organisational structure through compliance with reporting and accountability relationships to communicate issues and concerns.
- Demonstrate positive conflict resolution skills.
- Attend and participate in staff meetings, as possible.
- Participates in development, implementation, and evaluation of the service.

### **4) Maintains Personal Knowledge and Development**

- Identify education needs.
- Completes training required to maintain competency and capability.
- Participate in projects, audits and other improvement activities.
- Demonstrate knowledge and skill on appropriate usage of equipment according to instructions.
- Share new knowledge and learned skills to team members.
- Maintain accurate, comprehensive and up-to-date documentation, in line with legal and organisational requirements, undertaking clerical duties as required.
- Assist with the induction, on boarding, training and education of staff members, students and volunteers, as appropriate.

### **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 knowledge, skills and aptitudes required to respond to a changing situation.*

*The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.*

*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: \_\_\_\_\_