



Senior Pharmaceutical Technician (Temporary, 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 35 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 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 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 of 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 closing date for receipt of completed application forms, possess:

- (a) A Pharmaceutical Technicians Diploma awarded by the University of Dublin
Or
- (b) A Pharmaceutical Technicians qualification at a minimum Level 6 on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI)
Or
- (c) A Pharmaceutical Technicians Diploma (BTEC Level 3) in Principles and Practice for Pharmacy Technicians.
Or
- (d) A relevant Pharmaceutical Technicians qualification equivalent to (a), (b) or (c) above.
Or
- (e)** Be currently employed as a Pharmacy Technician in the publicly funded Irish Health Service.
And
- (f) Have a least three years' fulltime or an aggregate of three years' fulltime satisfactory post-qualification experience in a hospital setting or in the publicly funded Irish Health Service.

and

Possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the role.



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JOB DESCRIPTION

Title:	Senior Pharmaceutical Technician
Purpose of the Position:	To provide, develop and oversee a high-level pharmaceutical technician service to the Pharmacy Department and to clinical areas within the NRH.
Reporting and Accountable to:	Pharmacy Executive Manager
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.



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Overview of the Role

To provide, develop and oversee a high-level pharmaceutical technician service to the Pharmacy Department and to clinical areas within the NRH.

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.
- 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 or their deputy.
- Development and provision of a quality pharmacy service within the NRH.
- Maintain own professional development.
- Have knowledge of current theories and practice currently within the field of Pharmacy.
- Observe and report to the Pharmacy Executive Manager any unusual situations, occurrences, conditions or complaints, including those related to medications, medication requests, medication usage or security within the pharmacy or the Hospital.

Outline of Duties and Responsibilities

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

Development

- Be involved in developing the role and progressing the services provided.

Dispensing/Medicine reconciliation

- Prepare and dispense medications as per the relevant NRH medicines management procedures and in compliance with legislation and relevant standards.
- Dispense medications to clinical areas and maintain records.
- Participate in medication history taking to support patient admission and medication safety processes.
- Support and use the electronic patient record, prescribing system and pharmacy software.
- Process medication delivered or returned to the Pharmacy Department.
- Contribute to the sorting of returned medications for recycling or destruction, in line with the NRH procedures.
- Be responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Prioritise work including organising and managing day-to-day workflow within the dispensary.

Purchasing/ stock control

- Participation in stock control. Communicate with wholesalers to order stocks. Receive, unpack and organise deliveries and process paperwork and invoices.
- Support pharmaceutical procurement and purchasing functions economically and efficiently
- Maintain stock control with stock rotation and 'out of date' checks.
- Participate in applying the Falsified Medicines Directive and ensuring goods received comply with the current legislative requirements.
- Negotiate medication prices with relevant suppliers.
- Maintain current Pharmacy software file, including contract prices and review dates.
- Participate in annual stock take.
- Report medication and pharmaceutical shortages to the Pharmacy Executive Manager or their Deputy.
- Participate in checking processes in accordance with the NRH procedures.

Miscellaneous

- Maintain high standards of hygiene within the pharmacy.
- Comply with mandatory training and all organisational policies relevant to the role.
- Ensure humidity and fridge temperature records and necessary PSI recommendations are recorded.
- Participate in promoting and improving medication safety within the hospital.
- Record clinical incidents and interventions.
- Participate in audit and development of policies, procedures and guidelines.
- Participate in continuing education and research activities appropriate to the post.
- Attend meetings and liaise with other departments and services as required.
- Ensure optimal workflow in the dispensary.

- Maintain and nurture constructive professional relationships with colleagues across the NRH.
- Perform other duties appropriate to the post as may be assigned by the pharmacist in charge.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under the 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: _____