



Neonatal Senior Clinical Pharmacist Job Specification & Terms and Conditions

Job Title, Grade Code	Neonatal Clinical Pharmacist Senior Pharmacist- Clinical Specialist
Campaign Reference	
Closing Date	30 th of October 2023
Proposed Interview Date	TBC
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>The Rotunda Hospital.</p> <p>A panel may be formed as a result of this campaign for the Neonatal Clinical Pharmacist Post from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	Informal enquiries regarding this post should be addressed to Ms Elena Fernandez, Acting Chief Pharmacist at efernandez@rotunda.ie .
Details of Service	<p>The Pharmacy Department supplies medicines within the hospital and provides medicines information and addresses queries on medication use. Services are provided to inpatients and outpatients.</p> <p>The main services include:</p> <ol style="list-style-type: none"> 1. Clinical Pharmacy Services 2. e-Health Informatics 3. Medicines Information 4. Antimicrobial Stewardship Service 5. Medication Safety 6. Clinical Trials/Research 6. Education 7. Dispensary service
Reporting Relationship	The post holder will report to the Chief Pharmacist or deputy.
Key Working Relationships	The Neonatal Pharmacist will work with Pharmacist and Pharmaceutical Technician colleagues within the Pharmacy and with a broad multidisciplinary clinical team across the hospital.
Purpose of the Post	The Neonatal Clinical Pharmacist will participate in ongoing service developments with a particular focus on evidence-based therapeutics and medication safety in the Neonatal Unit. The successful candidate will be responsible to provide of a robust clinical pharmacy service and medication safety programme for neonatal patients. The role will involve close collaboration with Nursing, Medical, Pharmacy and Allied Health colleagues. The NICU Clinical Pharmacist will lead on implementation of neonatal aspects of the hospital's Medication Safety Strategy. The role will also involve quality improvement work and optimisation of the hospital's electronic health record and e-Prescribing system in a neonatal context.

Principal Duties and Responsibilities	Principle Duties and Responsibilities <u>General</u> <ol style="list-style-type: none"> 1. Work collaboratively with other members of the team to ensure that patient care is central to all activities of the Pharmacy Department. 2. Participate in service delivery as part of a professional, punctual and dedicated team. 3. Create, promote and maintain open communications and healthy working relationships. 4. Maintain the principles of equity, accountability and quality of service in daily work. 5. Work collaboratively with other Pharmacy Department staff to deliver clinical pharmacy services, respecting the role of other pharmacists in ensuring safe and effective care. 6. Carry out dispensary duties as required including purchase, storage and supply of medicines and related items ensuring quality and value for money. 7. Ensure accurate records relating to the procurement, storage, distribution, sale and destruction of medical products are maintained in accordance with good practice and applicable legislation. 8. Participate in stock-taking, invoice-processing and other administrative procedures as required. <u>NICU Clinical Pharmacy Service</u> <ol style="list-style-type: none"> 1. Participate in multidisciplinary ward rounds, acting as a medicines expert, providing guidance, information and support to medical, nursing and other colleagues to ensure best outcomes for patients. 2. Deliver a comprehensive clinical pharmacy service and the implementation of a quality improvement programme in line with the hospital's Medication Safety Strategy, national guidelines and international best practice in collaboration with the Pharmacy team and Neonatal Unit colleagues. 3. Ensure that all neonatal patients receive optimal pharmaceutical care from birth through to seamless discharge planning. 4. Provide admission, transfer and discharge medicine reconciliation processes in line with national and international guidelines and best practice. 5. Develop processes to ensure seamless ongoing delivery of neonatal clinical pharmacy services during periods of planned or unplanned leave. 6. Collaborate with the Neonatal Dietitian on the ordering of neonatal parenteral nutrition and auditing of use. 7. Develop, update and implement evidence-based prescribing and administration guidelines. 8. Activity metrics 9. Journal club
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| | <ol style="list-style-type: none">10. Act as a liaison between the Pharmacy Department and the wider neonatal multidisciplinary team.11. Work closely with NICU colleagues to update, adapt and develop medication-related guidance for delivery to all prescribers and relevant staff through appropriate media including the Rotunda Prescriber's Guide App, online portals or Wikis and use content management systems to ensure that medication-related content is kept up to date.12. Participate in quality initiatives relating to medication use in neonatal care.13. Participate in regular local feedback on medication use and drug safety huddles relevant to neonatal care.14. Integrate research into daily practice to generate an evidence base to inform safe and effective medication use in neonatal care.15. Participate in the delivery of clinical trial services.16. Demonstrate flexibility and adaptability to change in particular in relation to strategic developments at local, regional & national level.17. Provide expert pharmaceutical advice on the use of medications in neonates throughout the Rotunda Hospital.18. Participate in the development of IT resources, e.g. Apps, survey instruments and electronic prescribing, in order to optimise the medication use process for neonates in the Rotunda Hospital.19. Develop medication-related reports from the hospital's electronic health record.20. Participate in feedback and audit mechanisms to the Pharmacy Services Manager and the Drugs and Therapeutics Committee. This will include facilitating the development of audit tools and models to enable the statistical analysis of defined prescribing guidelines as well as intervention and outcome analyses.21. Ensure that antibiotic stewardship and infection prevention and control policies are facilitated by close collaboration with the Antimicrobial Pharmacist and communication between medical, nursing and pharmacy services.22. Ensure that safe and effective use of medications is facilitated by clear communication between medical, nursing and pharmacy services.23. Ensure the cost effective use of medicines, targeting high-cost items, and appraise the Pharmacy Services Manager of any proposed changes in practice likely to lead to significant changes in expenditure or purchasing patterns.24. Ensure that ongoing quality requirements in relation to medication are met in line with National Standards for Safer Better Maternity Services, the National Medication Safety Monitoring Programme and other relevant national standards. |
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	<p>Other Duties</p> <ol style="list-style-type: none"> 1. Maintain a safe working environment as set out in the Health and Safety at Work Act 2005. 2. 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 current clinical developments in pharmacy. 3. Provide education as required on the prudent use of antimicrobials and other relevant topics to medical, nursing and pharmacy staff and students. 4. Participate in the Rotunda Hospital staff development programme and ensure continued development to meet the demands of the service. 5. Perform such other duties appropriate to the post as may be assigned from time to time by the Chief Pharmacist or deputy.
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<ul style="list-style-type: none"> • To have a recognized degree in Pharmacy • To be registered with the Pharmaceutical Society of Ireland and produce evidence to the Rotunda Hospital of continued registration as requested • To have three (3) years post-registration relevant experience • To have previous clinical pharmacy experience in a specialised setting
<p>Skills, competencies and/or knowledge</p>	<p><i>All candidates must:</i></p> <ol style="list-style-type: none"> 1. Demonstrate the requisite clinical and professional knowledge to carry out the duties and responsibilities of the role. 2. Demonstrate evidence of organisation and management skills including awareness of resource management and importance of value for money and the financial issues related to medication management. 3. Demonstrate the ability to manage and develop self and others in a busy working environment, including the ability to prioritise caseloads according to need. 4. Demonstrate ability to manage deadlines and effectively handle multiple tasks. 5. Demonstrate the ability to evaluate information, make effective decisions and solve problems especially with regard to service user care. 6. Demonstrate commitment to providing a quality service and high standards and to strive for a user centred service. 7. Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. 8. Demonstrate effective communication skills (both written and oral) including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning. 9. Demonstrate awareness and appreciation of the service user. 10. Demonstrate team management skills including the ability to work with multi-disciplinary team members. 11. Demonstrate an excellent understanding of the needs of patients and of other hospital staff and work to ensure pharmacy services meets these needs as fully as possible.

	<p>12. Demonstrate initiative and innovation in identifying and acting upon areas for service improvement.</p> <p>13. Demonstrate commitment to continuing professional development based on identified learning needs.</p> <p>14. Demonstrate awareness of the security and confidentiality considerations involved in working in a hospital pharmacy.</p> <p>15. Demonstrate a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery.</p> <p>16. Demonstrate evidence of computer skills including use of Microsoft Word, Excel, Powerpoint and Outlook.</p>
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>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.</p>	

**Neonatal Senior Clinical Pharmacist
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is part time permanent.</p> <p>The post is pensionable. A panel may be created from which 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.</p>
Remuneration	<p>The Salary scale for the post is:</p> <p>69,248 72,431 73,450 74,464 74,589 76,007 77,570 80,303</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
Superannuation	<p>This is a pensionable position. 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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u> 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.</p>

	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	6 months
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 Rotunda Hospital protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	<p>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 Safety Statement.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department, 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 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 the hospital policy. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.