

MATER PRIVATE HOSPITAL

JOB DESCRIPTION

BASIC GRADE PHARMACIST

1.0 Job Title

Basic Grade Pharmacist.

1.1 Department /Ward

Pharmacy.

1.2 Report to

Chief Pharmacist or nominee(s)

1.3 Professional qualifications, registration, essential skills & knowledge.

1. BSc Pharmacy
2. Be registered in the Register of Pharmaceutical Chemists in Ireland.
3. Awareness / Sensitivity toward patient needs
4. Previous experience in Chemotherapy desirable
5. Discretion and ability to use initiative
6. Good interpersonal skills
7. An ability to work effectively as part of a multidisciplinary team
8. Strong organisational skills and an ability to work to

tight deadlines

1.4 Health

An independent medical advisor appointed by the hospital will carry out a pre-employment medical.

1.5 Probationary period

Permanent appointment subject to a 10 month probationary period, which may be extended if required.

1.6 Hours of Work

Thirty seven hours each week exclusive of meal breaks, with flexibility (regarding actual working hours) to suit the local work practices and demands of the service.

1.7 Annual leave

As per contract.

1.8 Salary scale

Basic Grade Pharmacist scale. Payment of salaries/wages will be made monthly through paypath.

1.9 Other Employee Benefits include

1. Defined Contribution Pension Scheme
2. Sick pay scheme
3. VHI & Laya discount scheme.
4. Discounted inpatient & outpatient treatment rates.
5. Flexible working hours.
6. Financial support for career training & development.
7. Staff Care Services Programme.
8. Subsidised restaurant.
9. Credit Union Scheme.

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2.0 Purpose of Post

1. To assist in the provision of a comprehensive pharmaceutical service to the hospital meeting the pharmaceutical care needs of patients and staff.

3.0 Duties & Responsibilities

1. To be professionally responsible for all aspect of post holders own work.
2. Interpret medical orders and transcribe onto computerised medication profiles accurately. Maintain accurate, complete patient medication profiles.
3. Compound and dispense pharmaceuticals, including sterile, chemotherapy and parenteral nutrition products accurately.
4. Issue controlled substances to patient care areas and maintain records as required by law.
5. Monitor drug therapy regimens for contraindications, drug-drug interactions, drug-food interactions, allergies and appropriateness of drug and dose.
6. Monitor antibiotic usage.
7. Read, extract and interpret information in patient charts accurately.
8. Detect and report suspect adverse drug reactions accurately and in a timely manner.
9. Sustain the formulary by minimising nonformulary procurements, utilizing therapeutic substitution protocols and promoting rational drug therapy selection.
10. Provide clinical consultation and clarification to practitioners. Suggest appropriate, cost-effective therapeutic alternatives to medical staff, as needed.
11. Provide accurate, adequate and timely drug information to the professional staff.
12. Provide drug information to patients and their families.

13. Document all clinical activities and interventions accurately and completely.
14. Participate in the quality improvement and medication use review activities of the department. Collect data; conduct quality monitors and inspections; and maintains logs, records and other documentation as assigned.
15. Participate in the development and presentation of orientation, education and training programs to the pharmacy, medical nursing and other staffs.
16. Supervise and direct pharmacy support personnel. Verify the daily activities of pharmacy technicians.
17. Work independently with minimal supervision. Organise and prioritise work assignments. Ensure pharmacy services are provided in a timely manner.
18. Complete and document inspection of all assigned medication storage areas at least monthly. Identify and replace outdated and unusable drugs.
19. Keep pharmacy areas and equipment clean, neat and well organised.
20. Perform essential duties of the pharmacy manager in his/her absence.
21. Attend pharmacy staff meetings.
22. Attend orientation, education and training programmes. Review literature and other materials pertinent to the practice of pharmacy.
23. Be involved in and have a working knowledge of the purchasing, stock control and distribution of all medicines used in the Hospital.
24. Be involved in the development and expansion of a ward pharmacy service, which will provide clinical pharmacy input into care of patients in close co-operation with medical and nursing staff.

25. Assist in ensuring that the purchase, storage and supply of all items is operated on the most economical lines consistent with quality at Pharmacy, Ward and Departmental levels and with reference to legal requirements, transit, security and conditions of chemical and physical stability.
26. Lead by example a professional and dedicated team creating and promoting healthy working relationships.
27. Identify defects in supplies and / or equipment.
28. Receive and record details concerning mishaps in accordance with the Hospital Risk Management Policy.
29. Actively participate in continuing educational research activities as required.
30. Ensure that effective safety procedures are in place to comply with the most recent legislation and to ensure that staff complies with these procedures.
31. Collect, interpret and present to the Chief Pharmacist data on activity and expenditure as required. Be familiar with all areas in the pharmacy department and provide cover in these areas as required.
32. To help ensure that the needs of patients and professional staff are being adequately met by the Pharmaceutical service provided.
33. To keep abreast in understanding and knowledge of all new developments applicable to hospital pharmaceutical issue, and also to be conversant with and comply with relevant Health & Safety legislation.

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34. To have read, signed, understood and follow pharmacy policies, procedures and guidelines.
35. Any other duties, which may be assigned from time to time.

4.0 Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Hospital Policy.

5.0 Uniform

Attire must be in line with departmental policy: a neat, clean, business-like appearance must be maintained at all times.

Note

This job description is a reflection of the present service requirements and may be subject to review and amendments to meet the changing needs of the service.