



**Pharmaceutical Technician, Senior (Aseptic Compounding & Oncology)**  
**Cork University Hospital**  
**Job Specification & Terms and Conditions**

<b>Job Title, Grade Code</b>	<b>Pharmaceutical Technician, Senior (Aseptic Compounding &amp; Oncology)</b> <b>(Grade Code: 3021)</b>
<b>Remuneration</b>	The salary scale (01/03/2023) for the post is: <b>€50,315 - €51,366 - €52,427 - €53,488 - €54,555 - €55,629</b>  Salary Scales are updated periodically and the most up to date versions can be found here: <a href="https://healthservice.hse.ie/staff/pay/pay-scales/">https://healthservice.hse.ie/staff/pay/pay-scales/</a>
<b>Campaign Reference</b>	<b>PHARMSCUH53057</b>
<b>Closing Date</b>	<b>12 noon on 5<sup>th</sup> September 2023</b>
<b>Proposed Interview Date (s)</b>	To be agreed with candidate
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	Cork University Hospital  There are currently two permanent whole-time vacancies available in Cork University Hospital  A panel may be formed as a result of this campaign for Pharmaceutical Technician, Senior, Aseptic Compounding & Oncology Cork University Hospital in Cork University Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
<b>Informal Enquiries</b>	Name: Lorraine Griffin, Chief II Pharmacist (Cancer Services) Email: <a href="mailto:lorraine.griffin@hse.ie">lorraine.griffin@hse.ie</a> Tel : 087 2957453
<b>Details of Service</b>	The Aseptic compounding unit is based at Cork University Hospital Pharmacy Dept. It provides an Aseptic compounding service (primarily for provision of cytotoxic drugs) to the relevant wards and departments in the Cork University Hospital Group
<b>Reporting Relationship</b>	To the Chief Pharmacist, CUH, and Chief II Pharmacist (Oncology and Compounding) or a Designated Officer.
<b>Key Working Relationships</b>	The post holder agrees to liaise with the Chief 2 Pharmacist, Senior Pharmacists and other senior technicians on matters concerning departmental and ACU procedures, and on matters concerning safety, security, complaints concerning the service and unusual occurrences or conditions relating to drugs, drug requests, usage and their security in the hospital.
<b>Purpose of the Post</b>	To assist with the provision of a high level pharmacy oncology and compounding service to the wards and departments of Cork University Hospital Group.
<b>Principal Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>To aseptically prepare intravenous preparations (cytotoxic and non-cytotoxic) and sterile analgesia preparations according to procedure.</li></ul>

	<ul style="list-style-type: none"> <li>• Assist in the labelling and worksheet production following receipt of prescription and authorisation from the aseptic/clinical pharmacist.</li> <li>• To assist with the dispensing oral medicines and intravenous medicines as required</li> <li>• Provision of a pharmacy stock top up service to the chemotherapy day unit.</li> <li>• To maintain the sterility and integrity of the isolators and clean room used for re-constitution.</li> <li>• To participate in the microbiological monitoring of the isolators and their environment.</li> <li>• To carry out stock control and ordering procedures for all materials (pharmaceuticals and consumables) used in the compounding unit.</li> <li>• To maintain good computer and paper records for cancer services patients.</li> <li>• To maintain standards of clinical hygiene and safety within the isolator environment, including maintenance of all areas and all equipment according to procedure.</li> <li>• To train, mentor and assess new staff in the skills and safe working practices surrounding the extemporaneous compounding of cytotoxic, mutagenic and sterile products.</li> <li>• To train and mentor new staff in the monitoring or the physical and microbiological monitoring of the Aseptic Compounding Unit.</li> <li>• To participate in the operation and recording of oncology clinical trials in accordance with Good Clinical Practice</li> <li>• To participate in the preparation, maintenance and audit of policies and protocols for all aspects of aseptic and cancer services.</li> <li>• To participate in the provision of pharmaceutical services to the wards and clinical areas of Cork University Hospital in particular the cancer inpatient and outpatient units.</li> <li>• To liaise closely and co-ordinate service delivery with the other Senior pharmaceutical Technicians and Pharmacists as to appropriate technician cover to ensure a high level of teamwork between pharmacists and pharmaceutical technicians. Ensure that work schedules and programmes are created and prioritized to provide for the most effective and efficient deployment of staff and other resources.</li> <li>• To troubleshoot in the event of unexpected problems, e.g. missed deliveries, staff absence, equipment issues and health and safety issues with the appropriate service manager in the Pharmacy Department.</li> <li>• To attend continuing education courses as deemed advisable/necessary by the Chief Pharmacist or departmental head in consultations with the Personnel Officer.</li> <li>• To draw up duty and annual leave rosters for Pharmaceutical Technicians within the unit as required;</li> <li>• To liaise with management and staff in matters of departmental procedure or as and when problems arise;</li> <li>• To make recommendations to the Supervisor as to how methods and procedures can be improved;</li> <li>• To advise the supervisor of malfunctioning or unsafe equipment in the pharmacy and compounding unit.</li> <li>• To ensure that work is carried out in a safe manner in accordance with the provisions of legislation.</li> <li>• To participate, when required, in the provision of out of hours requirements for emergency chemotherapy or supervision of external validation or maintenance works.</li> <li>• To carry out any other duties relevant to this line of work as may be designated by the Chief Pharmacist.</li> </ul>
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	<p>Appropriate training, subject to availability, will be offered to facilitate personal development within the post.</p> <p><b>Risk Management, Quality, Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Adequately identifies, assesses, manages and monitors risk within their area of responsibility.</li> <li>• Have a working knowledge of the 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 HSE protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>Education &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p>1. <b><u>Professional Qualifications, Experience etc</u></b></p> <p>a) Eligible applicants will be those who on the closing date for the competition possess:</p> <p>(i) The Pharmaceutical Technicians Diploma awarded by the University of Dublin.</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) A Pharmacy Technicians qualification at QQI Level 6 awarded by the Dublin Institute of Technology, Athlone Institute of Technology, Letterkenny Institute of Technology or Carlow Institute of Technology.</p> <p style="text-align: center;"><b>Or</b></p> <p>(iii) The Pharmacy Services Certificate (NVQ level 3) offered by the Irish Pharmaceutical Union.</p> <p style="text-align: center;"><b>Or</b></p> <p>(iv) Be currently employed as a Pharmacy Technician in the publicly funded Irish health service.</p> <p style="text-align: center;"><b>Or</b></p> <p>(v) A relevant qualification at least equivalent to (ii) or (iii) above.</p> <p style="text-align: center;"><b>And</b></p> <p>b) <b>Have at least three years fulltime satisfactory post qualification hospital experience.</b></p> <p style="text-align: center;"><b>And</b></p> <p>c) Possess the requisite knowledge and ability (including a high standard of</p>

	<p>suitability, professional knowledge and management ability) for the proper discharge of the duties of the office.</p> <p>2. <b><u>Health</u></b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>3. <b><u>Character</u></b> Each candidate for and any person holding the office must be of good character.</p>
<b>Post Specific Requirements</b>	Demonstrate comprehensive knowledge and experience of Cytotoxic compounding processes and the operation of an Aseptic Compounding Unit.
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>The successful candidate should have access to appropriate forms of transport to fulfil the requirements of the role as the post may involve occasional travel to hospitals in Ireland.</li> <li>Flexibility around working hours as some out of hours working may be required to ensure that deadlines are met.</li> </ul>
<b>Skills, competencies and/or knowledge</b>	<p><b>Professional Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrates clinical knowledge and understanding of quality issues relating to Pharmacy services, in particular aseptic services oncology and compounding</li> <li>Demonstrates a familiarity and understanding of the laws and regulations underpinning pharmacy service delivery.</li> <li>Demonstrates self-awareness, a commitment to continuous professional development and a willingness to both teach and learn.</li> <li>Demonstrates an understanding of best practice in the area of pharmaceutical procurement.</li> <li>Demonstrates a commitment to Continuing Professional Education.</li> <li>Demonstrates evidence of computer skills including as part of the dispensing process.</li> </ul> <p><b>Planning and Managing Resources</b></p> <ul style="list-style-type: none"> <li>Demonstrates evidence of effective planning and organising skills including awareness of resource management and importance of value for money.</li> <li>Demonstrates good time management skills and adjusts priorities in response to changing circumstances.</li> <li>Is flexible and adaptable, works well in a busy environment.</li> </ul> <p><b>Managing and Developing (Self and Others)</b></p> <ul style="list-style-type: none"> <li>Demonstrates leadership and team skills including the ability to work independently and effectively in a multidisciplinary environment.</li> <li>Demonstrates the ability to manage and develop self and others.</li> <li>Delegates appropriately.</li> <li>Demonstrates willingness to share knowledge and/or new ideas with staff and colleagues.</li> </ul> <p><b>Commitment to providing a Quality Service</b></p> <ul style="list-style-type: none"> <li>Provides a high quality, person-centred service.</li> <li>Demonstrates initiative and innovation in identifying areas for service improvement and an openness to change.</li> </ul>

	<ul style="list-style-type: none"> <li>• Is open to change; encourages and supports new and more effective ways of working.</li> <li>• Demonstrates an awareness and appreciation of the service user, understands the needs of the service user and works to ensure the pharmacy service meets these needs.</li> <li>• Demonstrates an awareness of the security considerations/confidentiality involved in working in a hospital pharmacy.</li> <li>• Demonstrates a commitment to providing a quality service and is sympathetic and understanding of the needs and expectations of others.</li> <li>• Demonstrates the ability to work in a changing environment.</li> </ul> <p><b>Evaluating Information and Judging Situations</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to evaluate and synthesise information, problem solve and make effective decisions in a busy working environment.</li> <li>• Ensures that relevant professional, ethical and patient safety factors are fully considered in decisions into which they have an input.</li> <li>• Gathers information from a number of reliable sources and people to enable them to make well-founded decisions / conduct research / audit.</li> <li>• Pays attention to detail, ensure the upkeep of accurate records / statistics etc.</li> </ul> <p><b>Communications and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates effective communication and interpersonal skills including the ability to communicate appropriately to clients, medical staff, nursing staff etc and the ability to handle diplomatically any conflict situations that might arise.</li> <li>• Demonstrates effective communication skills including the ability to present information in a clear and concise manner (both verbal and written).</li> <li>• Demonstrates strong interpersonal skills; the ability to interact with a wide variety of stakeholders and to handle diplomatically any conflict situations that might arise.</li> <li>• Demonstrates the ability to impart information and advice regarding the safe, appropriate, and cost effective use of medications / tailors communication to suit audience.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. 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><b>Diversity, Equality and Inclusion</b></p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected,</p>

	<p>valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <a href="https://www.hse.ie/eng/staff/resources/diversity/">https://www.hse.ie/eng/staff/resources/diversity/</a></p>
<b>Code of Practice</b>	<p>CPL will run this campaign on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on <a href="https://www.hse.ie/eng/staff/jobs">https://www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <a href="https://www.cpsa.ie/">https://www.cpsa.ie/</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</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>	



**Pharmaceutical Technician, Senior (Aseptic Compounding & Oncology)  
Cork University Hospital  
Terms and Conditions of Employment**

<b>Tenure</b>	<p>The current vacancies available are <b>permanent</b> and <b>whole time</b>.</p> <p>The post is pensionable. A panel may be created from which permanent and 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> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<b>Remuneration</b>	<p>The salary scale (01/03/2023) for the post is:</p> <p>€50,315 - €51,366 - €52,427 - €53,488 - €54,555 - €55,629</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>
<b>Working Week</b>	<p>The standard working week applying to the post is 35 hours.</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 16<sup>th</sup>, 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>
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at Contracting stage.
<b>Superannuation</b>	<p>This is a pensionable position with the HSE. 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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><u>* Public Servants not affected by this legislation:</u></b></p> <p>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> <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.</p>

<b>Probation</b>	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
<b>Protection of Children Guidance and Legislation</b>	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: <a href="#">HSE Children First Webpage</a>.</p>
<b>Infection Control</b>	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 HSE protocols for implementing and maintaining these standards as appropriate to the role.
<b>Health &amp; Safety</b>	<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 the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup> A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy