



Milford Care Centre

Senior Pharmacist

(with a remit for Clinical Informatics)

1 WTE – 18 month Specific Purpose Contract

The post holder will be involved in the design and implementation of the Specialised Palliative Care Clinical Management System

Job Specification

Job Title	Senior Pharmacist with a remit for Clinical Informatics
Remuneration	As per Department of Health Consolidated Pay Scales: Senior Pharmacist
Campaign Reference	CMS project (EPMA)
Closing Date	
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Milford Care Centre, Limerick (MCC) or Our Lady's Hospice, Dublin (OLH C&S) and other Specialist Palliative Care sites as required A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Marie Wright, Chief II Pharmacist, Milford Care Centre 061 485539 – m.wright@milfordcarecentre.ie

<p>Details of Service</p>	<p>The Project</p> <p>Specialist Palliative care is an approach that improves the quality of life of patients and their families facing the problems associated with life-threatening illness, through the prevention and relief of suffering by means of early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial, and spiritual (WHO, 2004).</p> <p>Specialist Palliative Care services are those services whose core activity is the provision of palliative care, provided by an inter disciplinary team, to patients with complex and demanding care needs requiring a greater degree of training, staff, and other resources.</p> <p>Specialist Palliative Care services in Ireland are delivered through outpatient clinics, day services or care provided to the patients in their place of residence (this includes other residential care facilities such as a nursing home, intellectual disability setting or transition units) and across specialist inpatient units.</p> <p>The Specialised Palliative Care Services - Clinical Management System Project (SCS-CMS) will be implemented in the Specialist Palliative Care sector to support responsibilities in meeting patient needs across the continuum of care.</p> <p>The solution will provide Specialist Palliative Care teams with real-time, electronic access to comprehensive, contemporaneous and relevant patient health information. The National Clinical Programme for Palliative Care (NCPPC) HSE/RCPI advocates for the solution in line with deliverables set out in Model of Care for Palliative Care (HSE 2019).</p> <p>This initiative will result in improved patient/family experience, symptom control and rehabilitative outcomes, and end of life care ensuring the right person receives the right care in the right place at the right time. The initiative is strongly supported nationally by the HSE National Palliative Care Office, HSE Technology & Transformation, the Voluntary Hospices Group (VHG) and National Specialist Palliative Care Providers' Network</p> <p>Who is Involved?</p> <p>Milford Care Centre, Limerick, Our Lady's Hospice and Care Services, Dublin, and eHealth are collaborating on Phase 1 of this project with an anticipated Go Live date of end 2025.</p>
<p>Accountable To</p>	<p>Chief I EPMA National Lead Pharmacist and Local Chief Pharmacist</p>
<p>Reporting Relationship</p>	<p>Chief Pharmacist at MCC or OLH&CS depending on base location. With project reporting function to Chief I EPMA National Lead Pharmacist</p>
<p>Key Working Relationships</p>	<ul style="list-style-type: none"> • CMS Project Lead and Change Management Lead at OLH / Milford • OLH and MCC Steering Groups and Project teams • Technology and Transformation SCS CMS team • Multi-disciplinary Specialist Palliative Care staff, across sites • National CMS SPC core team • Vendor team • National Steering Group Members

<p>Purpose of the Post</p>	<p>The Senior Pharmacist will assist with the development, implementation and ongoing support of the National Palliative Care Clinical Management System (CMS) project at OLH&CS and MCC. He/she will work with their local pharmacy teams, steering groups and CMS project leads. The Senior Pharmacist will contribute to the development of a digital Electronic Prescribing and Medication Administration (EPMA) solution as part of the Palliative CMS project to support medicines management in OLH&CS, MCC and specialist palliative care services nationally. The Senior Pharmacist will contribute to implementing complex clinical and service change within national palliative care teams. He/she will need to work collaboratively with other departments such as nursing, medical and information technology departments.</p>
<p>Principal Duties and Responsibilities</p>	<p>The Senior Pharmacist, Clinical Informatics will undertake duties appropriate to the position, which will include the following:</p> <p style="text-align: center;"><u>Clinical Informatics</u></p> <ul style="list-style-type: none"> • Be a member of the CMS project team. • Liaise between the EPMA Workstream and wider organisation. • Contribute to the development of a local and national EPMA drug formulary. • Participate in user acceptance testing. • Carry out maintenance, update and review of drug formulary build. • Support CMS EPMA implementation during ‘go-live’ period • Assist in the roll out of EPMA at ‘go-live’ in the subsequent phases at other sites. • Develop and utilise reporting and safety initiatives. • Contribute to the development of national level business as usual and change control processes relating to medications. • Work collaboratively with the overall CMS implementation and training team. • Participate in design, development and delivery of training on CMS. • Collaborate with pharmacists and other members of the multidisciplinary team to develop and implement the CMS EPMA. • Provide leadership and expertise representing the views of staff involved in the EPMA. • Act as a clinical pharmacist liaison to ensure that CMS reflects the requirements for best practice in care. • Be innovative, strategic and creative in developing the role of the Senior Pharmacist, Clinical Informatics. • Co-ordinate and actively contribute to the schedule of weekly conference calls and on-line/live meetings that are established to ensure effective communication between all members of the CMS team. • Develop and maintain systems for clinical analytics, to facilitate audit & research.

Professional & Clinical

- Have a strategic focus on the development of palliative care pharmacy services in line with legislation and the development of digital solutions and national policies.
- Ensure good pharmacy practice is adhered to in the development of digital medicines solutions that optimise patient safety and support compliance with best practice standard and legal and ethical, requirements in the provision of the pharmacy services and medicines management.
- Produce clear procedures for all processes relating to medicines management, prescribing and administration required for developing and implementing CMS EPMA.
- To participate in national pharmacy special interest group or in relevant national medical specialty-specific special interest groups or clinical programmes as required.
- To ensure confidentiality as appropriate on matters and information obtained during the course of employment and to ensure sensitive organisational information is only shared where appropriate and approved.
- To present and act in a professional manner at all times.
- Ensure good pharmaceutical practice, legal and ethical, in the provision of the pharmacy service and ensure that operations are in compliance with the requirements of the pharmacy regulator i.e. the Pharmaceutical Society of Ireland (PSI).
- Monitor standards and systems of working and in conjunction with other pharmacy staff, modify/update procedures, documentation etc. to further improve the quality of the service, safety of personnel and cost effectiveness of the service provided.
- Act as a specialist resource for service users and other healthcare professionals.
- Optimise the ongoing development and implementation of the CMS EPMA to ensure safe and effective use of medicines.
- Ensure that the functionality of the system improves patient safety.
- Implement and provide ongoing maintenance of clinical decision support such as medication dose-range checking, drug interaction checking and safety data relating to high alert medications.
- Ongoing review of clinical decision support alert overrides and error reports.
- Facilitate ongoing development of medicines information resources within the EPMA system to facilitate patient care.
- The provision of advice, as required, to medical and nursing staff on the proper use of the CMS EPMA.
- Ensure that CMS facilitates the provision of a patient-focused clinical pharmacy service.
- Participate in horizon scanning and proactive review of international medication safety experience with electronic prescribing, ensuring that

medication processes in CMS evolve to be as safe and user-friendly as possible.

- Provide help and advice to staff on all aspects of CMS and collaborating with implementation site pharmacists and other staff to optimise use of CMS, to ensure safe and effective care.
- To ensure the safety of the medication use process in implementation sites by evaluating and managing risks associated with the use of the CMS EPMA.
- To conduct research and audits relating to the use of medicines and medicines management.
- To develop and support prescribing analytics capacity in the CMS sites, using available analytics tools and systems.

Education and Training

- Deliver training and education to medical, nursing and pharmacy staff through induction days, study days, and other educational events.
- Participate in continuing education and in such activities consistent with the post.
- Conduct information sessions, training and support, relating to the CMS.
- Facilitate and manage groups through the learning process; give constructive feedback to encourage learning.
- Participate in the teaching and training (including in-service training) of pharmacy, medical, nursing and other staff as may be required.
- Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual.
- To maintain professional competency by involvement with Continued Professional Development (CPD) as required by the Irish Institute of Pharmacy (IIOP) and Pharmaceutical Society of Ireland (PSI).
- Promote and actively participate in CPD and research activities consistent with the post

General

- Create, promote and maintain open communications and healthy working relationships.
- Maintain the principles of equity, accountability and quality of service in daily work.
- Participate in the development and implementation of policies, procedures and guidelines relating to medicines management.
- Participate in multidisciplinary working groups and committees as required.
- To supervise and manage any pharmacist or other staff assigned.
- To perform such other duties appropriate to the office as may be assigned to him / her from time to time.

Quality and Risk, Health and Safety Management

- Ensure that work is carried out in a safe manner in accordance with the provisions of Health, Safety and Welfare at Work Act, the PSI requirements and/or other relevant legislation or advice.
- Adequately identify, assess, manage and monitor risks within their area of responsibility.
- Have a working knowledge of 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Personnel / Administration

- Develop and implement policies, procedures and guidelines relating to medication management throughout the service.
- Carry out general administrative and financial duties including recording keeping relating to the CMS project.
- Supervise and manage any pharmacist and other staff assigned.
- Represent the pharmacy at relevant working groups, committees and/or meetings.

Problem Solving & Decision Making

- Identifies and solves problems by understanding the situation, seeking additional information, developing, and weighing alternatives, and choosing the most appropriate course of action given the circumstances.
- Demonstrate evidence of effective planning, organisation and management skills including awareness of resource management and importance of value for money to ensure the maximum benefit for the organisation.
- Demonstrates good time management skills; prioritises own work, delegates appropriately and adjusts priorities in response to changing circumstances.
- Demonstrates flexibility and adaptability in response to workforce demands.

	<p><u>Communication & Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate effective communication skills, including the ability to present information in a clear and concise manner (verbal and in writing). • Demonstrate strong interpersonal skills and the ability to interact with a wide variety of stakeholders. • Demonstrates influencing and negotiation skills to resolve conflicts and problems. <p><u>Other</u></p> <ul style="list-style-type: none"> • Have a working knowledge of and adhere to local policies at all times. • Perform such other duties appropriate to the post as may be assigned from time to time by the management or a nominee and to contribute to the development of the post while in office. • Ensure confidentiality in all matters of information obtained during the course of employment. <p><u>Garda Vetting</u></p> <p>Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Clearance form</p> <p>The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Be registered with the Pharmaceutical Society of Ireland (The Pharmacy Regulator) or be entitled to be so registered. • Have a least 3 years satisfactory post-registration hospital experience or other applicable experience. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • A post-graduate qualification in hospital or clinical pharmacy or healthcare informatics or equivalent is highly desirable • Have an interest in working in palliative care

	<ul style="list-style-type: none"> • Have previous experience working in palliative care
Other requirements specific to the post	<ul style="list-style-type: none"> • Access to appropriate transport to fulfil the requirements of the role as this role will involve travel • Have a full driver's licence
Skills, competencies and/or knowledge	<p><u>Professional Knowledge and Skills</u></p> <ul style="list-style-type: none"> • Possess a high standard of administrative, managerial or business ability. • Possess the requisite knowledge including a high standard of suitability and managerial ability for the proper discharge of the duties of the post as outlined above. • Be able to demonstrate a high level of competence in clinical pharmacist skills. • Be able to demonstrate an awareness of accepted national and international standards relating to clinical pharmacy, medication safety and risk management. • Be able to demonstrate and apply previous experience of research and audit or service evaluation at either undergraduate, postgraduate level or in the work environment. • Have a particular interest in the speciality of Palliative Care. • Good IT skills, particularly with pharmacy programmes. <p><u>Leadership Skills</u></p> <ul style="list-style-type: none"> • Show strong initiative and decision-making skills. • Have the skills and knowledge to manage, train and supervise staff and to interact with management as required. • Assume a lead role in medicines management for the organisation in conjunction with the Chief Pharmacist. • Be able to lead in the on-going development & continuous improvement of pharmacy services as required. • Be able to work in a pressured environment with a high level of responsibility. <p><u>Teamwork</u></p> <ul style="list-style-type: none"> • Ability to work as part of a team and alone, with minimal supervision. • Have a team-based, consultative and highly flexible approach. • Be able to bring new ideas/initiative to fruition. <p><u>Problem Solving & Decision Making</u></p> <ul style="list-style-type: none"> • Be able to act quickly to address urgent matters. • Have basic finance and budgeting knowledge and draws on this to make decisions.

	<p><u>Planning & Organising</u></p> <ul style="list-style-type: none"> • Have the ability to work under pressure and to meet deadlines. • Be able to multi-task, without losing focus. • Manage competing and changing priorities. <p><u>Attention to detail</u></p> <ul style="list-style-type: none"> • Have a high level of attention to fine detail and accuracy <p><u>Flexibility</u></p> <ul style="list-style-type: none"> • Be flexible and able to adapt to change <p><u>Organisational Knowledge</u></p> <ul style="list-style-type: none"> • Understand how each department contributes to overall strategic goals. • Demonstrate a knowledge of the ethos and core values of Palliative Care. • Understand national health strategies/structures relevant to their service. • Have an appreciation of some of the current challenges facing healthcare in Ireland and an insight into the current and potential role of pharmacy in meeting these challenges. <p><u>Interpersonal/ Communication Skills</u></p> <ul style="list-style-type: none"> • Have a high level of English language & numeracy skills. • Have excellent communication and interpersonal skills. • Have ability to build strong relationships at all levels within the organisation. • Have ability to express and address issues clearly, both written and orally and articulate them to management and staff. • Demonstrate strong communication and influencing skills. • Listen openly, using questions to check for understanding/avoid misinterpretation. • Demonstrate knowledge and awareness of need to respect patient/residents and staff privacy. • Display awareness and appreciation of the nature of the services provided and the ability to empathise with and treat others with dignity and respect
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out based on information supplied in your CV. 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 considering 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>Diversity, Equality and Inclusion</p>	<p>Milford Care Centre is an equal opportunities employer.</p> <p>Employees of MCC bring a range of skills, talents, diverse thinking and experience to the organisation. The Centre believes that employing a diverse workforce is central to its success.</p> <p>Milford 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, valued and can reach their full potential. Milford aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The Centre 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>Code of Practice</p>	<p>Milford Care Centre will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</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>	

**EPMA Senior Pharmacist
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is Specific Purpose for 18 months.</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: As per Department of Health Consolidated Pay Scales: Senior Pharmacist</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>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
Superannuation	<p>This is a pensionable position with MCC. 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 public pension schemes will remain on those schemes.</p>
Age	<p>Normal retirement age for employees is 66 years.</p>
Probation	<p>Every appointment of a person shall be subject to a probationary period of 6 months.</p>
Protection of Children Guidance and Legislation	<p>The welfare and protection of children is the responsibility of all 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: HSE Children First webpage.</p>

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 HSE 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 the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 a 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 HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.