



**Pharmaceutical Technician** **(Teicneoir Cógaisíochta)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Pharmaceutical Technician (Teicneoir Cógaisíochta)  (Grade Code: 3212) |
| **Remuneration** | The salary scale for the post (as at 01/08/2025) is:  €41,495 - €43,864 - €45,479 - €46,533 - €47,587 - €48,640 - €49,693 - €50,747 - €51,807 - €52,889  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. |
| **Campaign Reference** | SLIGO 0585 |
| **Closing Date** | **12 noon on Thursday 21st August 2025**  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\***  [**https://www.rezoomo.com/job/83381/**](https://www.rezoomo.com/job/83381/) |
| **Proposed Interview Date (s)** | Interviews will be held shortly after the closing date due to the urgent need to fill the post.  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Sligo University Hospital (Ospidéal Ollscoile Shligigh)  There is currently one whole time vacancy available which will be filled on a permanent basis.  A panel may be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and part-time duration may be filled throughout Sligo University Hospital. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact:  Name: Mr. Brian Rattigan, Pharmacy Executive Manager, Sligo University Hospital  Phone: 071 9174575  Email: [brian.rattigan@hse.ie](mailto:brian.rattigan@hse.ie),  for further information about the role.  Contact:  Name: Aisling Watters  Job Title: Assistant Staff Officer, HR Department, Sligo University Hospital  Tel: 071 9180347  Email: [aisling.watters@hse.ie](mailto:aisling.watters@hse.ie)  for enquiries relating to the recruitment process. |
| **Details of Service** | The Pharmacy Service at Sligo University Hospital (SUH) involves Medicines Procurement, Dispensary, Clinical Pharmacy and Aseptic Compounding to inpatients at SUH and all in-patients in CHO1 related hospital sites.  The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **HSE Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Reporting Relationship** | The post holder will report to the Senior Pharmacy Technicians and the Pharmacy Executive Manager |
| **Purpose of the Post** | To work as part of the pharmacy team to provide an excellent comprehensive pharmacy service. |
| **Principal Duties and Responsibilities** | * *The Pharmaceutical Technician will:* * Participate in dispensing individual prescriptions for patients and staff. * Dispensing and maintenance of specialised drugs e.g. Clozaril. * Participate in compounding extemporaneous products. * Participate in the day to day work in an aseptic production unit. This includes activity   such as aseptic dispensing, cytotoxic reconstitution, the preparation of PCA’s and  CIVA’s, quality control and validation activity.   * Maintenance of an emergency room. * Participate in the maintenance of clinical trials * Take responsibility for the sorting of returned drugs for recycling or destruction. * Participate in audit activities and protocol formation. * Participate in stock rotation, stock levels, checking expiry dates, ordering stock and   putting orders away.   * Participate in stocktaking. * Participate in the ward top-up service. * Participate in service development. * Participate in continuing education in such activities consistent with the post. * Perform such other duties appropriate to the post as may from time to time be assigned   by the Senior Pharmaceutical Technician and the Pharmacist in charge.  **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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Each candidate must possess at the latest date of application:**   1. **Professional Qualifications, Experience, etc.** 2. Eligible applicants will be those who on the closing date for the competition: 3. The Pharmaceutical Technicians Diploma awarded by the University of Dublin.   **Or**   1. A Pharmacy Technicians qualification at (QQI), NFQ Level 6 awarded by the Dublin Institute of Technology, Athlone Institute of Technology, Letterkenny Institute of Technology or Carlow Institute of Technology.   **Or**   1. The Pharmacy Services Certificate (NVQ Level 3) offered by The Irish Pharmaceutical Union.   **Or**   1. Be currently employed as a Pharmacy Technician in the publicly funded Irish Health Service.   **Or**   1. Possess a relevant qualification at least equivalent to (ii) or (iii) above.   **And**   1. Possess the requisite knowledge and ability (including a high standard of suitability, professional knowledge and ability) for the proper discharge of the duties of the office. 2. **Age**   Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.   1. **Health**   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.   1. **Character**   Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | Flexibility on rosters which may include Dispensary, Pharmacy procurement. Wards and Aseptic Compounding Unit.  Candidates should have interest in being trained/working in all areas of Hospital Pharmacy practice. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | Candidates must:  **Professional Knowledge:**  Demonstrate:   * Knowledge in use of pharmacy equipment. * Evidence of up-to-date pharmaceutical knowledge in the field. * Commitment to continuing professional education. * Evidence of computer skills including as part of the dispensing process. * Awareness of the security considerations/confidentiality involved in working in a hospital pharmacy.   **Planning & Organising**  Demonstrate:   * Ability to plan and prioritise their workload to ensure optimum service delivery. * Ability to pre-empt potential problems or competing priorities. * Flexibility and adaptability in response to workforce demands. * Demonstrate the ability to multi task, work flexibly and under pressure * Demonstrate the ability to work in a changing environment.   **Team Skills**  Demonstrate:   * Ability to work independently as well as part of a wider healthcare team. * Understanding and valuing individuals and their respective professional roles. * Possesses open communication channels with team members and others as appropriate. * Demonstrate a strong understanding of the needs of patients and other hospital staff and work to ensure the pharmacy service meets these needs as fully as possible.   **Commitment to Providing a Quality Service**  Demonstrate:   * Ability to be innovative and open to change. * Strives to ensure high standards in service delivery. * Ensures that all service users are treated with dignity and respect and makes certain that the welfare of the service user is a key consideration at all times. * Monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy. Demonstrate patient-centred focus. * Demonstrate awareness of the security considerations/confidentiality involved in working in a hospital pharmacy. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | 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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  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.  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, 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.  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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  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. | |

**Pharmaceutical Technician**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  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.  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade will be confirmed at job offer stage. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | 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 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  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.  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** | 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. |
| **Protection of Children Guidance and Legislation** | 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.  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.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **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** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), 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 procedures[[2]](#footnote-3). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)