

Job Description and Person Specification

Senior Pharmaceutical Technician – Aseptic Service

Permanent Vacancy

Reference: HR25E153

Closing Date for Applications: Monday, 14th July 2025
Date for In Person Interviews: Wednesday, August 8th 2025

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Senior Pharmaceutical Technician

Reports to: Chief Pharmacist

Role Summary: The Senior Pharmaceutical Technician works closely with all members of the pharmacy team to provide a safe, efficient and cost effective service to patients in SVUH.

Key Duties and Responsibilities:

- Be fully conversant with all approved systems of work and documentation associated with the aseptic service including relevant policies, procedures and guidelines, GMP and GCP guidelines and standards as appropriate.
- Supervise, direct and participate as required in compounding of sterile products (including cytotoxics and non-cytotoxics) in the aseptic unit
- Supervise, direct and participate in other key areas of aseptic compounding unit activity including:
 - Quality assurance and quality control
 - Operational issues – e.g. management of drug and consumables orders, staff rosters, leave etc.
 - Development and review of policies, procedures, guidelines and training within the unit.
 - Clinical trials and research activity.
- Ensure that quality systems are operating correctly and that quality assurance and quality control documentation is reviewed and revised on a regular basis.
- Lead and assist in the ongoing development and review of policies, procedures and guidelines in the aseptic unit to optimise patient care, comply with relevant standards and guidelines, improve efficiency and reduce risk to the patient and healthcare professional.
- Ensure that all new and rotational staff are trained according to approved and current aseptic unit policies, procedures and guidelines. Provide and participate in education and training programs for new and rotating technicians and pharmacists as required, review and revise technician induction and orientation training programmes as appropriate and provide ongoing supervision and training for technician staff.
- Ensure that staff working in the aseptic unit follow health and safety procedures and assist in reviewing and revising health and safety procedures as appropriate.
- Work closely with the relevant other staff to ensure that stocks of drugs and essential supplies are maintained at required levels, ensuring there is efficient stock management and regular stock counts to reduce losses due to expired stock. Advise the manager of the aseptic unit in a timely manner when there are problems with supplies of essential items.

- Carry out applicable in-process checks on completion of an accredited checking course.
- Process prescriptions in accordance with the requirements of the unit.
- Ensure that all documentation including worksheets, prescriptions, QA records, training records are filed, retained and stored appropriately.
- Ensure that aseptic services are provided in a timely manner.
- Identify and address deficiencies in work practices in the aseptic unit, where applicable. Highlight any discrepancies, incidents or inadequacies in services to the manager of the aseptic unit and lead/participate in ongoing reviews and improvements.
- Manage and participate in technician duties within the unit, liaising with all relevant pharmacist and technician staff and the aseptic unit manager as appropriate including the following:
 - Plan, manage and participate in technician rosters (in conjunction with dispensary, clinical staff and roster managers as relevant)
 - Manage annual leave for technicians within the aseptic unit
 - Liaise closely with the aseptic unit manager and other relevant staff regarding all issues including staffing, service planning and delivery, training etc.
 - Participate in service review and audit.
 - Ensure that agreed Aseptic Service projects are progressed when time is available.
 - Provide cover for other Senior Pharmaceutical Technician colleagues as required
- Troubleshoot in the event of unexpected problems and manage where appropriate or escalate to the appropriate service manager.
- Be responsible for updating his/her own knowledge and skills in order to improve service provision to service users.
- Be pro-active in identification of opportunities for continuing professional development/further education for oneself and other technicians working in aseptic services and be willing to participate in continuing professional development.
- Encourage and motivate technicians to update their knowledge base.
- Participate in education and training of other healthcare professionals such as pharmacists, nurses and doctors as relevant (e.g. participate in relevant journal clubs and in-house training sessions and educational meetings)
- Identify and participate in Quality / Value for Money initiatives.
- Participate in research activity consistent with the post.
- Participate in hospital committees if required or if appropriate
- Undertake additional duties as directed by the manager of the aseptic unit, or any other duties which may arise from time to time or as delegated by the Chief Pharmacist.

Ethics

- Demonstrate behaviour consistent with the Code of Ethics and with the values of the hospital.

Uniform

- The post holder should present a neat and tidy appearance at all times when in the Hospital.

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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Ms Fiona Begley, Chief II Pharmacist, Tel: 01 221 4824 or e-mail fionabegley@svhq.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>Professional Qualifications, Experience, etc</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Possess the Pharmaceutical Technicians Diploma awarded by the University of Dublin.</p> <p>Or</p> <p>(ii) Possess 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>Or</p> <p>(iii) Possess the Pharmacy Services Certificate (NVQ 3) offered by the Irish Pharmaceutical Union.</p> <p>Or</p> <p>(iv) Are currently employed as a Pharmacy Technician in the publicly funded health service.</p>	<ul style="list-style-type: none">• Postgraduate course(s) on aseptic services, good manufacturing practice, validated technician checking course.• Relevant management development course.

	Or (v) Possess a relevant qualification at least equivalent to (ii) or (iii) above	
Experience (length and type)	<ul style="list-style-type: none"> • At least 3 years fulltime satisfactory post qualification hospital experience. • Possess the requisite knowledge and ability (including a high standard of suitability, professional knowledge and management ability) for proper discharge of the duties of the office. 	<ul style="list-style-type: none"> • Experience managing and training staff. • Experience planning and organising staff rotas • Experience in quality control and quality assurance procedures • Willingness to participate in continuing professional development and clinical research projects, including clinical trials. • Good IT skills
Core Competencies	<ul style="list-style-type: none"> • Planning & Managing Resources • Decision Making & Judging Situations • Setting Standards & Ensuring Quality • Influencing People and Events • Managing Individual Performance • Being the communication channel • Creating Team Spirit • Being a Leader & Role Model • Embracing the Change & Service Development 	
Health	Candidates 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.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Wholetime, Permanent and Pensionable

Senior Pharmaceutical Technician

Panel: A panel may be formed to fill upcoming temporary, full and part time vacancies over the next 6 months.

Annual Salary: €54,333 to €60,072 Pharmaceutical Technician, Senior (01/03/2025)

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 working days per annum pro rata. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate.

Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://www.stvincents.ie/ProtectedDisclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you

have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

St Vincent's University Hospital buildings and grounds are smoke-free.

June 2025