



IIOP

INSTITIÚID CÓGAISÍOCHTA NA hÉIREANN
IRISH INSTITUTE OF PHARMACY

POSITION:

CPD QUALITY ASSURANCE

PHARMACIST (Maternity Cover)

IRISH INSTITUTE OF PHARMACY

CLOSING DATE: 24th January 2018

The Irish Institute of Pharmacy (the IIOp) is responsible for the management of continuing professional development (CPD) for the pharmacy profession in Ireland and for supporting the development of the pharmacy profession.

We are looking for a highly motivated individual to support the day-to-day operations of the IIOp. This is an exciting opportunity to work within a small, dynamic team which has a strong focus of support and development for all team members. In order to provide effective services, it is expected that the successful candidate is efficient, flexible and maintains confidentiality, diplomacy and tact regarding internal and external relations.

The successful candidate will work closely with the IIOp team, supporting ongoing operations as well as a number of special projects in the area of CPD quality assurance within the IIOp.

1. Job Description

Job Title: CPD Quality Assurance Pharmacist (Maternity Cover), Irish Institute of Pharmacy

Reporting to: Operations Manager, Irish Institute of Pharmacy, or nominee

Term of office: Duration of maternity leave

1.1. Key Responsibilities

The following includes the key responsibilities of the post.

- Support the delivery of the CPD quality assurance functions of the IIOp including the ePortfolio Review and Practice Review Process.
- Assist in the procurement and accreditation of CPD courses.
- Assist in the delivery and ongoing review of CPD courses on the IIOp learning management system.
- Respond to pharmacist support queries ensuring queries are handled accurately and in a timely, professional and courteous manner, and that agreed service levels are achieved.
- Ensure accuracy and consistency of all processes.
- Support project delivery by ensuring key deliverables are met within defined timescales.
- Collaborate with external bodies as necessary to ensure projects are delivered on time and to required quality standards.
- Report to the Operations Manager on progress against project plans and objectives.
- Perform other tasks as assigned by the Executive Director, or nominee.
- Ensure RCSI Health and Safety obligations are observed.
- Ensure that all RCSI policies and procedures are adhered to.
- Comply with statutory legislation and IIOp/RCSI rules and requirements in furtherance of own and general staff welfare and safety.
- Represent the best interests of the IIOp / RCSI at all times.
- Provide any further support to the Institute as required.

1.2. Person Specification:

The successful candidate should possess and demonstrate the following:

- Registered or eligible to be registered as a pharmacist in Ireland with a minimum of three years post-qualification experience.
- A clear commitment to supporting and enabling the continuing professional development of pharmacists.
- Excellent communication (written and verbal) and customer service skills with an ability to effectively adapt communication style and customer service as required by the audience and/or the situation.
- Strong, organisational and administrative skills including a high level of accuracy and attention to detail.
- Team Player - works collaboratively with others to maximise individual and team effectiveness in order to achieve required service levels.
- Self-awareness. Has a clear understanding of own strengths and how to best utilise these within the team context.

- Growth mind-set i.e. has a belief that their talents can be developed through hard work, good strategies and input from others.
- Interest in IT and e-learning with a willingness to develop further in this area. Experience of Microsoft Office suite is essential.
- Ability to balance the requirements of multiple, evolving projects within tight timescales.
- Ability to focus on and produce results and prioritise objectives.
- Ability to handle confidential information with discretion.
- Ability to build and sustain internal and external networks and partnerships.
- Ability to use own initiative.
- Ability to take direction and meet deadlines.
- Ability to work at pace.

Note: This Job Description may be subject to change to reflect the evolving requirements of the IIOP in delivering its strategic objectives

1.3. The Process:

Shortlisted candidates will be invited for a formal competence-based interview at our main campus in RCSI Dublin.

1.4. Particulars of Post

The post is for a specified purpose for the duration of a maternity leave. It will be filled on a full-time basis. The appointee to the post reports to the Operations Manager. Secondment opportunities may be considered.

Closing Date for Applications: 5pm on 24th January 2018