ST. JAMES’S HOSPITAL

**Job Title:** Health Technology Assessment Information Specialist

**Grade:** Health Technology Assessment Information Specialist – Equivalent to Senior Pharmacist

**Area of Assignment:** National Centre for Pharmacoeconomics

**Reporting Relationship:** Chief I Pharmacist, NCPE

**Salary Scale:** €61,031 – €70,635

**Closing Date:** Sunday 11th March 2018

**Ref:** 39743/18

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**DEPARTMENT DESCRIPTION**

The National Centre for Pharmacoeconomics (NCPE) assesses evidence for comparative effectiveness and cost-effectiveness of technologies for use by patients in Ireland. This is done through assessment of evidence submitted by manufacturers and independent systematic review. The NCPE also undertakes research to support evidence-based decision making and to inform national guidelines for Health Technology Assessment. The NCPE is linked with the Department of Pharmacology and Therapeutics, Trinity College Dublin and has close collaborative links with international health economic academic centres. The NCPE contributes to international organisations including EUnetHTA and ISPOR. Pharmacoeconomic research in the centre focuses predominantly on the economic evaluation of health technologies in high cost therapeutic areas. In addition, the NCPE studies the use of pharmaceuticals in the Irish population in order to support the cost-effective and rational use of drugs in Ireland. A contribution to the undergraduate pharmacology curriculum and post graduate training complements the educational component of the centre’s activities. The Evaluation Team at the NCPE has a multidisciplinary skill mix including staff with backgrounds in medicine, pharmacy, pharmacoepidemiology, statistics and health economics.

**REQUIREMENTS**

- A primary level 8 degree in a relevant area,
- A postgraduate qualification (Masters or PhD) in a relevant area. Individuals already undertaking a Masters or Doctorate will be considered eligible,
- Advanced technical skills in a relevant area of expertise, for example, information management, literature searching, data extraction, critical appraisal and formatting reports.
MAIN ROLE, DUTIES AND RESPONSIBILITIES

The post holder will be joining a multidisciplinary team with responsibility for appraising evidence for comparative effectiveness and cost-effectiveness of technologies for use by patients in Ireland. The post holder will be required to provide information specialist support to the work programme of the NCPE, by facilitating the creation, organisation and sharing of knowledge. The main focus of work will be to support the Evaluation Team in undertaking clinical and cost-effectiveness reviews of Health Technologies on behalf of the HSE Drugs Group and Corporate Pharmaceutical Unit.

Principle duties and responsibilities:

Pharmacoeconomic Evaluation
- Assist the Evaluation Team in the performance of their duties and responsibilities as required.
- Provide a literature search, information retrieval and critical appraisal service to support the NCPE work programme. This will include the undertaking of literature searching for systematic reviews and cost effectiveness modelling and to support technology appraisals and to design search strategies. This will also involve critical appraisal of search strategies designed by others.
- Use the appropriate Reference Management Systems to organise retrieved and other references.
- Develop and maintain databases for recording details of pharmacoeconomic evaluation conducted by the NCPE.
- Assist in the production of an NCPE annual report.
- Support the development and maintenance of contact databases and email lists for clinical contacts, key partners and stakeholder organisations.
- Contribute to the production and editing of the NCPE appraisal reports that are prepared by the Evaluation Team on behalf of the HSE within defined timelines.

Education/research
- Participate in research and assist with research projects requiring information specialist skills.
- Participate in continuing education and in such activities consistent with the post.
- Attend such study days and continuing education courses as may be deemed necessary for the development of both the service and the individual.
- Participate in training and teaching in accordance with the educational role of the NCPE. This will include delivering training to staff at the NCPE and to external groups including under-graduate and post-graduate courses, NCPE courses, study days, journal club and other educational events.
- Contribute to peer-reviewed publication of academic research.
- Proactively seek out learning and development opportunities.

General
The postholder will:
- To work with the Evaluation Team to develop quality processes and standards.
- Be a good team player with the ability to work collaboratively with others.
• Carry out general administrative duties including recording keeping as required.
• Participate in multidisciplinary working groups and committees as required.
• Supervise and manage any staff assigned to him / her.
• Where a senior colleague has been assigned responsibilities to co-operate with and assist him / her in the performance of his / her duties and responsibilities as required.
• Perform such other duties appropriate to the office as may be assigned to him / her from time to time by the Clinical Director / Chief I Pharmacist.

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.

PARTICULARS OF OFFICE

1. The appointment is **Full-Time, Permanent & Pensionable.**
2. Annual Leave allowance is **26 days** per annum.
3. The person appointed must not give less than **one month’s notice**, in writing, of intention to resign.
4. Normal working hours will be **37 hours per week.**
5. 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 in order to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

GENERAL

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years
3. All accidents within the department must be reported immediately.
4. In accordance with the “Safety, Health and Welfare at Work Act 2005”, all staff must comply with all safety regulations.
5. St James Hospital is a smoke free Campus. Smoking is not permitted within the Hospital Buildings or on the grounds.

CONFIDENTIALITY

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business 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.
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.

INFECTION CONTROL

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

ENQUIRIES

Dr. Lesley Tilson, Chief I Pharmacist, NCPE, Phone: 01 4103427, Email: ltilson@stjames.ie
Or
Prof. Michael Barry, Clinical Director, NCPE, Phone: 01 8962191, Email: mbarry@stjames.ie

For External Applicants:

The Application Form is available under Allied Health & Social Care Posts section of Careers webpage.

Alternatively, please contact the Human Resources Directorate for an application form, Phone: 01 416 2559 or Email: humanresources@stjames.ie.

Please note closing date Sunday 11th March 2018 for receipt of completed application forms. C.V.s will not be accepted.

A panel may be formed from which future vacancies will be filled

St. James’s Hospital is an Equal Opportunities Employer