

IPU NHPC Administrator

November 2024

Introduction

The Irish Pharmacy Union (IPU) serves as the professional and representative body for community pharmacists across Ireland. With a membership of approximately 2,200 pharmacists working in over 1,900 community pharmacies nationwide, the IPU plays an important role in supporting and advocating for the profession. The organisation's vision is to be the leading voice of community pharmacy, driving forward accessible, equitable, and patient-centred primary healthcare.

IPU NHPC

The IPU National Health Products Catalogue (**IPU NHPC**) is an extensive and advanced information resource encompassing details on over 69,000 products. This includes more than 6,500 licensed and nearly 5,000 unlicensed medicinal products available in Ireland, covering both pharmacy and hospital-related items. It features a wide array of prescription and over-the-counter medicines for human and veterinary use, along with health and beauty products, cosmetics, and other front-of shop-products.

The demand for accurate medicines information to support pharmacy practice is steadily increasing. A key responsibility of the IPU NHPC administrators involves verifying pricing information for medicinal and health products, ensuring that the data remains up-to-date and reliable for pharmacists and other healthcare professionals.

Job Description

Job Title: IPU NHPC Administrator

Reporting to: IPU NHPC Manager

Term of Contract: Full-time and Permanent

Location of Post: Butterfield House, Butterfield Avenue, Rathfarnham, Dublin, D14 E126

Informal Enquiries: fiona.hannigan@ipu.ie, telephone 01-4061550

1.1 Key Responsibilities

As a member of the NHPC team, your role will involve maintaining the NHPC as the definitive resource for medicines and medical devices within the Irish market. The IPU NHPC serves as an essential tool for our members and the broader healthcare sector. Your responsibilities will include:

Professional Information:

- Record all price and product details received across multiple channels (e.g., post, email, fax) on Trax.
- Review price adjustments, additions, and product discontinuations by comparing new lists with current records; address discrepancies directly with companies and update the database daily.
- Monitor and validate updates on the web portal, encouraging timely product updates from companies.
- Continuously maintain and enhance database accuracy, ensuring data consistency in line with the IPU NHPC Editorial Policy, and keep manufacturer names current.
- Propose and test improvements to database design for optimal use.
- Handle extensive information efficiently, maintaining confidentiality and data integrity for reports and reference.
- Ensure GMS codes and product details align with monthly updates from GMS.
- Coordinate with companies and agents to verify correct product listings in the IPU NHPC.
- Respond to queries from members and stakeholders regarding the IPU NHPC.

- Update content on IPU and IPU NHPC websites.
- Adhere to IPU NHPC policies and procedures, especially around Information Security Management, and promptly report any policy breaches to management.
- Oversee all assets and risks associated with this role as part of the IPU's ISO certification process.

Membership Support:

- Assist members with inquiries on products, legislation, regulations, and PSI guidance.
- Provide information, advice, and support on product-related issues to both members and colleagues, and keep members informed of current issues through IPU communications, such as newsletters, the IPU Review, and the IPU website.
- Contribute to and maintain content on the IPU website (as previously outlined).

ISO Certification:

- Serve as custodian for all assets and risks associated with this role, as specified in the relevant registers, in alignment with ISO certification requirements (as previously outlined).

1.2 Personal Specification

The ideal candidate will demonstrate the following qualities and skills:

- Excellent communication and customer service abilities, adaptable to the needs of different audiences and situations.
- Strong organisational and administrative skills, with high attention to detail and accuracy; proficiency in Microsoft Office is essential.
- Collaborative team player who maximises effectiveness through cooperation.
- Self-aware, understanding personal strengths and how to leverage them within the team.
- Growth mindset, with a commitment to personal and professional development through continuous learning.
- Enthusiastic about IT and e-learning, with a willingness to expand knowledge in these areas.
- Proactive, results-focused, and able to prioritise tasks effectively.
- Discreet in handling confidential information.

- Capable of taking direction, meeting deadlines, and working efficiently under time constraints.

Note: *This Job Description may be updated to align with the evolving needs of the IPU in achieving its strategic goals.*

1.3 Eligibility Criteria

- Strong organisational skills and attention to detail.
- Proficiency in basic administrative tasks and office software.

1.4 Application Process

Please apply by email with your CV and cover note on or before 5pm on the closing date.

- Current curriculum vitae/resumé which should include: full name, address, telephone number and email address;
- Name, position, and telephone/email contact details of three referees along with details of their professional relationship to the candidate;
- Details of education, professional training and qualifications;
- Employment history, including present position.

Applications should be sent to careers@ipu.ie. Shortlisted candidates will be invited for a formal competency-based interview at our office in Rathfarnham. This may take place in person or by way of via video conference.

Particulars of the post

This post will be filled on a full-time basis. The appointee to the post will report to the IPU NHPC Manager. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.