Job Description – Pharmacist (BPharm) / Pharmacist Incharge

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| Job Title | Pharmacist (BPharm) / Pharmacist Incharge(Level 6 - OCH) | Reports To | Medical Coordinator | Location | Okhaldhunga Community Hospital, Okhaldhunga |

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| Objective of the job | Responsible for the overall operations of the Okhaldhunga Community Hospital Pharmacy/Dispensory, ensuring efficient, safe, reliable services are available to all patients and to support clinical staff in fulfilling their responsibilities. |
| Areas of Responsibility | Decision Making | Qualification & Experience |
| 1. Dispensary related work
* Overall Management of dispensary. Maintain dispensary statistics. Actively utilize data for financial stewardship and medication safety.
* Maintain / develop systems to minimize wastage and ensure timely communication of stock changes to relevant departments
* Actively participate / contribute to the Drug and Therapeutics Committee and Infection Prevention and Control committees. Help develop an Antimicrobial Stewardship program
* Maintain and update hospital formulary and actively generate relevant medication information to inform formulary related decision making.
* Monitor Department of Drug Administration (DDA) notices. Ensure timely communication and collaboratively ensure hospital compliance.
* Ensure all medication control registers (Pharmacy, Inpatient, ER…) are being maintained/reviewed. Communicate concerns proactively.
* Ensure timely and appropriate requisitioning and regular inventory processes are being maintained in the dispensary
1. In-Patient related work
* Supply to respective wards, based on their requisition.
* Manage the unit drug dose system for admitted patients.
1. OCH store
* Assist storekeeper with statistical reporting and stock management.
* Coordinate with storekeeper for cross-department store staffing as needed.
1. Other:
* Other duties assigned by Medical Coordinator
 | * Make day-to-day decisions regarding dispensary and in-patient medication related work.
* Liaise with other colleagues and line manager.
* Work well independently.
 | * Bachelor of Pharmacy (BPharm)
* Registered with the Nepal Pharmacy Council
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| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the Okhaldhunga Community Hospital staff
* Organize day-to-day activities & departmental management.
* Good relationships with all staff, visitors, service providers and others.
* Develop realistic time estimates for planning tasks.
* Carry out all activities according to plans and quality.
 | * Knowledge of management related computer skills (MiDAS, Excel, Word…)
* Good communication skills.
* Positive and collaborative spirit.
* Good interpersonal relationships, teamwork, and patient counseling.
* Good at creating an effective working environment.
* Learning and teaching skills.
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This job description has been read and understood by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date: