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 |
| 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. |

This job description has been read and understood by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date: