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| JD TEMPLATE VERSION | May 2019 |
| JD LAST REVIEWED ON | September 2021 |

PMF Template 1.2.1

Job Description – Pharmacist (BPharm)

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| **Job Title:**  Pharmacist | **Reports to:**   * Immediate line manager – Pharmacy In-Charge | | **Location:**  Okhaldhunga Community Hospital (OCH) Okhaldhunga District, Province 1, Nepal | | |
| Objective of the job | To manage and distribute medicines through Okhaldhunga Community Hospital to patients | | | | |
| Areas of Responsibility | | Decision Making | | Qualification & Experience |
| 1. Dispensary related work  * Management & dispensing of medicines through dispensary. * Maintain the dispensary control medicine register. * Prepare requisition of dispensary and receive supply from store via computer system.  1. In-Patient related work  * Monitor in-patient control medicine register. * Supply to respective wards, based on their requisition.  1. Store  * Assist the in-charge in store management.  1. Other:  * Other duties assigned by Pharmacy-in-Charge related to store and dispensary work in the hospital. | | * Be able to make day-to-day decisions regarding dispensary and in-patient medication related work. * Liaise with other colleagues and line manager. * Be able to work independently. | | * Bachelor’s in Pharmacy * Registered with the Nepal Pharmacy Council |
| Dimensions | | Skills, Attitudes, Behaviours |
| * Member of the Okhaldhunga Community Hospital * Day-to day activities & plan management. * Good relationships with all staff, visitors, service providers and others. * Develop realistic time estimates for planning of tasks. * All activities must be carried out according to plans and quality. * Flexibility to do more work on request. | | * Knowledge in basic computer skills and communication skills. * Possess a positive attitude. * Good in interpersonal relationships, teamwork and patient counseling. * Good in creating an effective working environment. |