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

PMF Template 1.2.1

Job Description – Pharmacist (BPharm)

|  |  |  |
| --- | --- | --- |
| **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.
 |