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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 | Pharmacy In-Charge | Location | Okhaldhunga Community Hospital, Okhaldhunga |

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| Objective of the job | To dispense, 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.
* Maintain hygiene and temperature in pharmacy room as well as refrigerator
* Manage inventory in pharmacy
1. In-Patient related work
* Monitor in-patient control medicine register.
* Supply to respective wards, based on their requisition.
* Manage the unit drug dose system for admitted patients.
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 in-charge during the absence of pharmacy in-charge
* Other duties assigned by pharmacy in-charge related to statistics work when required.
 | * 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 of Pharmacy (B Pharm)
* Registered with the Nepal Pharmacy Council
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| Dimensions | Skills, Attitudes, Behaviours |
| * Member of the Okhaldhunga Community Hospital staff
* Day-to-day activities & plan management.
* Good relationships with all staff, visitors, service providers and others.
* Develop realistic time estimates for planning of tasks.
* Carry out all activities 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.
* Learning and teaching skills.
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