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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 |
| 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. |