Job Description – Pharmacy Assistant (D Pharm)

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| Job Title | Pharmacy Assistant | Reports To | Pharmacy In-Charge | Location | Okhaldhunga Community Hospital, Okhaldhunga |

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| 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.
* Management of dispensary stock and inventory.
* Maintain pharmacy room temperature and cleanliness
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.
* Assist the respective ward in-charge staff to maintain the pharmacy inventory in ward and emergency
1. Store
* Assist the in-charge with 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.
* Under the supervision of OCH pharmacist
 | * Diploma of Pharmacy
* Registered with the Nepal Pharmacy Council
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| 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 tasks.
* All activities must be carried out according to plans and quality.
* Flexibility to do more work on request.
 | * Knowledge of 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.
* Patient counselling skill
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