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 |
| 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 |