



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PHARMACIST I	2. DIVISION <ul style="list-style-type: none"> • SANGRE GRANDE HOSPITAL • ST. ANDREW/ST. DAVID • NARIVA/MAYARO 	3. DEPARTMENT PHARMACY
4. ORGANISATIONAL RELATIONSHIP The Pharmacist I will report to the Pharmacist II.		5. NATURE & SCOPE The Pharmacist I is responsible for compounding and dispensing drugs and other pharmaceutical products. He/She may be involved in the ordering, issuing and maintaining of an adequate supply of pharmaceutical and other goods and assignments are received in the form of prescriptions. Work is performed under the supervision of a higher-level Pharmacist where circumstances so required and is reviewed by a higher level Pharmacist through discussions, inspections and general observations.
6. SPECIFIC ACCOUNTABILITIES The Pharmacist I would be required to: <ul style="list-style-type: none"> □ Perform prescription processing inclusive of receipt, screening, preparation of medication (reconstitution of suspensions, calculation of dosages based on weight), dispensing and counseling of patient. □ Perform routine maintenance of inventory – inclusive of regular ordering and sourcing of stock, either from main supplier or privately owned company, monitoring expiry dates. □ Ensure receipt of goods – inclusive of record keeping via Kardex system and electronically. □ Provide drug information to patients, members of staff, health care professionals and student pharmacists either verbally via telephone or personally. □ Provide prompt Poison Information to members of the public and health care professionals (both in-house and externally). □ Provide accurate clinical drug information on dosing, contra-indication, indications, etc. to doctors and nurses during ward round. □ Re-stock and continuously monitor drug usage and expiry dates on crash carts on each ward or department. □ Compound ointments, pastes and suspensions. □ Provide appropriate emergency items either for P/C or medical emergency. □ Supervise student pharmacists on rotation at the hospital pharmacy and ensure objectives are met. □ File requisition made by nursing or medical staff for use in the hospital or clinic. □ Assist with the preparation of requisitions of supplies from central stores. □ Record/make daily entries into the anti-biotic, controlled and narcotic drug register. □ Perform clinical rounds with doctors to assist with therapeutic recommendations. □ Supervise the activities of the subordinate staff including pharmacy assistants, clerks and attendants. □ Educate the other members of the health care team on issues relating to pharmacy. □ Develop policy/procedures and protocols for Pharmacy Department in collaboration with other members of the pharmacy team. □ Provide community outreach – to ensure patients receive appropriate pharmaceutical care. □ Pre-package bulk items. □ Prepare daily statistical data on the number of items dispensed and the number of prescriptions filled. □ Perform other related duties as required by the appropriate Authority. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and techniques of professional pharmacy.
- Knowledge of the Pharmacy Board Ordinance and related Ordinances.
- Knowledge of pharmaceutical supplies.
- Effective communication skills, both oral and written.
- Good interpersonal skills.
- Sound decision making skills.
- Ability to prepare and dispense drugs and pharmaceutical products.
- Ability to maintain inventory and other records and to prepare reports.
- Ability to establish and maintain effective working relationships with patients, other employees and the public.
- Ability to work within an integrated approach supported by sound individual decisions.

8. MINIMUM TRAINING AND EXPERIENCE

- Completion of a B.Sc. Pharmacy programme at a recognized institution.
- Registered as a licensed Pharmacist with the Pharmacy Board of Trinidad & Tobago.

9. SUPERVISORY RESPONSIBILITIES

- Pharmacy Assistant
- Attendants
- Clerks
- On The Job Trainees

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Pharmacist II
- Pharmacy Supervisor
- Primary Care Physician II
- Medical personnel
- All other Head of Departments
- Other staff of the Pharmacy Department

External:

- World Health Organization (I.P.C.S.)
- Ministry of Health
- NIPDEC/C40 stores
- Drug Companies
- Head of ERHA Poison Information Centre