



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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| <b>1. JOB TITLE</b><br><br>PHARMACIST I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>2. DIVISION</b><br><br><input type="checkbox"/> SANGRE GRANDE HOSPITAL<br><input type="checkbox"/> ST. ANDREW/ST. DAVID<br><input type="checkbox"/> NARIVA/MAYARO                                                                                                                                                                                                                                                                                                                                                                        | <b>3. DEPARTMENT</b><br><br>PHARMACY |
| <b>4. ORGANISATIONAL RELATIONSHIP</b><br><br>The Pharmacist I will report to the Pharmacist II/Pharmacist III.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>5. NATURE &amp; SCOPE</b><br><br>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. |                                      |
| <b>6. SPECIFIC ACCOUNTABILITIES</b><br><br>The Pharmacist I would be required to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completes prescription processing inclusive of receipt, screening, preparation of medication (reconstitution of suspensions, calculation of dosages based on weight), dispensing and counseling of patient.</li> <li><input type="checkbox"/> Perform routine maintenance of inventory – inclusive of regular ordering and sourcing of stock, either from main supplier or privately owned company. Closely monitor expiry dates, items that are going below the buffer stock and report the same.</li> <li><input type="checkbox"/> Compounds ointments, pastes and suspensions.</li> <li><input type="checkbox"/> Ensures receipt of goods – inclusive of record keeping via Kardex system and electronically.</li> <li><input type="checkbox"/> Provides drug information to patients, members of staff, health care professionals and student pharmacists either verbally via telephone or personally.</li> <li><input type="checkbox"/> Provides prompt Poison Information to members of the public and health care professionals (both in-house and externally).</li> <li><input type="checkbox"/> Provides accurate clinical drug information on dosing, contra-indication, indications, etc. to doctors and nurses during ward round.</li> <li><input type="checkbox"/> Performs discharge counselling, medication reconciliation and medicine management in clinical areas.</li> <li><input type="checkbox"/> Re-stocks and continuously monitors drug usage and expiry dates on crash carts on each ward or department.</li> <li><input type="checkbox"/> Re-stocks the after-hours Emergency Medication Cart located within the Pharmacy after medication has been utilized from it.</li> <li><input type="checkbox"/> Prepares intravenous admixtures inclusive of Total Parenteral Nutrition and Chemotherapy</li> <li><input type="checkbox"/> Provides appropriate emergency items either for Poison Calls or Medical Emergencies.</li> <li><input type="checkbox"/> Assists with the supervision of student pharmacists on rotation at the hospital pharmacy and ensure objectives are met.</li> <li><input type="checkbox"/> Assists with the preparation of requisitions of supplies from central stores.</li> <li><input type="checkbox"/> Records daily entries into the anti-biotic, controlled and narcotic drug register.</li> <li><input type="checkbox"/> Performs clinical rounds with doctors to assist with therapeutic recommendations.</li> <li><input type="checkbox"/> Supervises the activities of the subordinate staff including pharmacy assistants, clerks, attendants and OJT's.</li> <li><input type="checkbox"/> Educates the other members of the health care team on issues relating to pharmacy.</li> <li><input type="checkbox"/> Assists in the development of policy/procedures and protocols for Pharmacy Department in collaboration with other members of the pharmacy team.</li> <li><input type="checkbox"/> Provides community outreach – to ensure patients receive appropriate pharmaceutical care.</li> <li><input type="checkbox"/> Performs any other related duties as required by the appropriate Authority.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |

## 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

- Bachelor of Science Degree in Pharmacy from a recognized institution.
- Registered as a licensed Pharmacist with the Pharmacy Board of Trinidad & Tobago.

## 9. SUPERVISORY RESPONSIBILITIES

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

## 10. COMMUNICATION AND WORKING RELATIONSHIP

### ***Internal:***

- Pharmacist III
- Pharmacist II
- Manager- Para Clinical Services
- Primary Care Physician II
- Members of the Healthcare Team
- All other Head of Departments
- Other staff of the Pharmacy Department

### ***External:***

- University of The West Indies (UWI) and University of Trinidad and Tobago (UTT)
- Ministry of Health
- NIPDEC/C40 stores
- Drug Companies
- Head of National Poison Centre
- Other RHA's