Role title | Pharmacist Assistant (Post Basic) - REF: NMCH 0901
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Salary package | Salary Grade 1: Salary R183 381 – R206 574 plus benefits (DPSA salary scales)
| Salary Grade 2: Salary R212 823 – R225 888 plus benefits (DPSA salary scales)
Reporting structure | Head of Pharmacy
Closing date | 29 September 2017

SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB

The Post Basic Pharmacist Assistant ensures quality pharmaceutical services to both in-patient and outpatients of the hospital. The responsibilities of this position include the provision of appropriate, rational and cost-effective drug therapy to patients throughout the hospital. The role also includes the provision of drug information to patients/parents and other health care providers. All duties performed under personal supervision of Pharmacist.

LIST OF DUTIES AND RESPONSIBILITIES

- Inpatient and outpatient medication orders and counselling of patients
- Processing of patients’ prescription from all the wards and outpatient department
- Provides pharmaceutical care to patients as assigned
- Provides drug information and counsels patient/parents regarding their drug therapy
- Management of medicine stock based on sound and best practice management principles
- Support management of all financial, operational and administrative aspects in the pharmacy
- Maintain Emergency After-Hour Medicine Cupboard
- Responsible for stock management in ward and pharmacy
- Attend continuous professional development courses in order to keep abreast of new developments in the profession and health care industry in general
- Maintains quality patient care principle
- Ensures the patients’ history of diagnosis and medicines is considered when dispensing prescriptions.

QUALIFICATIONS AND EXPERIENCE

- Post Basic Pharmacist Assistant certificate
- Registration with South African Pharmacy Council (SAPC)
- A minimum of 2 years’ relevant experience after registration as Post Basic Pharmacist Assistant with the SAPC
- Previous experience in working in paediatric and hospital pharmacy setting, is desirable, preferably in a tertiary and teaching hospital.
KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Good verbal and written communication
- Problem-solving abilities
- Effective interpersonal and time management skills
- Familiarity with computerized unit dose systems an asset
- Ensure high quality by focusing on accuracy and attention to detail
- Computer literacy essential, i.e. MS Office

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.co.za.

NB- Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered.

Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.