THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE: Pharmacist II
SALARY SCALE: Z16 – 11
DEPARTMENT: Pharmacy
REPORTS TO: Pharmacist I

JOB SUMMARY

Under general supervision, is responsible for the accurate dispensing and timely distribution of drugs and medicines for inpatients and outpatients.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Accepts and dispenses prescription medications;
2. Prepares medications and sterile solutions according to pharmacy policies and procedures;
3. Provides standard instructions to patients upon issuance of medication;
4. Monitors patient medication compliance and over-usage patterns as well as identifies drug-related problems and communicates same to physicians and other healthcare practitioners;
5. Effectively manages pharmacy files;
6. Maintains appropriate inventory of pharmaceutical supplies;
7. Provides advice to patients on appropriate medication use and handling of medical devices;
8. Works collaboratively with other health care professionals to ensure the most appropriate drug treatment for patients;
9. Advises management of malfunctions and unsafe equipment;
10. Assists in the preparation of special formulations;

11. Ensures medicinal products are stored appropriately and securely to ensure freshness and potency;
12. Ensures that medication reaches the patients in the correct form and dosage;
13. Counsels patients on the effects, dosage regime and the route to administration of their drug treatment;
14. Liaises with physicians and other health care professionals to ensure delivery of safe, effective and economic drug treatment;
15. Responds to medication-related queries from within the hospital;
16. Prepares and quality-checks sterile medications under specific conditions;
17. Monitors daily consumption and makes the necessary reports to the supervisor;
18. Participates in on-call roster as required;
19. Maintains patient confidentiality;
20. Promotes and maintains quality in all services;
21. Assists with orientation, training, instruction, and supervision of medical interns and/or other staff/students as appropriate;
22. Participates in routine in-service training and continuing education;
23. Keeps up-to-date with healthcare techniques and developments within the specialty and the general healthcare environment;
24. Ensures the department provides the optimum safe environment for staff and others;
25. Ensures compliance to quality, health, safety and environmental standards;
26. Using customer service skills, establishes and maintains effective working relationships with other employees, officials and members of the general public.
27. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of dosage requirements for Paediatrics, adolescent, adult and geriatric patients.
2. Knowledge of current pharmacy regulations.
3. Good interpersonal and communication skills.
4. Good decision-making and problem-solving skills.

5. Good organization and prioritization skills.
6. Proficient in common computer applications.
7. Ability to research and retrieve essential drug information.
8. Ability to check and detect errors in dispensing medication.
9. Ability to function efficiently in demanding, fast-paced environments.

REQUIRED TRAITS

- Accountability
- Collaboration
- Confidentiality
- Co-operation
- Empathy
- Ethical
- Flexibility and Adaptability
- Initiative
- Meticulousness
- Patience
- Respect

EDUCATION AND EXPERIENCE

Pharmacist II

A Registered Pharmacist.