

MISSIONS OF HOPE INTERNATIONAL

JOB DESCRIPTION

Position: Pharmaceutical Technologist
Reports to: Health Officer in Charge
Supervises: None
Department: Health
Grade:

OVERALL JOB PURPOSE

The position is responsible for the management and maintenance of medicines, medical supplies and related equipment on behalf of the health department, making sure that all required drugs are available and issued as per the drug management and logistics guidelines. This is to ensure that all patients are attended to effectively and in line with MOHI health strategic plan.

DUTIES AND RESPONSIBILITIES:

1. Strategic Management.

- Support the development and implementation of MOHI's strategic plan with a focus on health management.
- Support the development and periodic review of operational plans for effective implementation of the health facility.
- Ensure prudent management and use of resources allocated for pharmacy.
- Contributing to team effort by accomplishing related results as needed.

2. Administration and Pharmacy Management

- Receiving, taking stock/inventory of the incoming drugs and ordering for a re-stock.
- Reporting a stock-out of drugs, ordering and purchasing pharmaceutical supplies, medical supplies, and/or drugs.
- Planning, implementing or maintaining procedures for mixing, packaging and labelling pharmaceuticals according to policy and legal requirements to ensure quality, security and proper disposal.
- Monitoring and removing outdated and damaged drugs from the pharmacy inventory.
- Studying existing and new legislation; anticipating legislation; advising management on needed actions.
- Complying with drug laws and regulations as enforced by legal health arms.

3. Patient Care and Drugs Management

- Preparing medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities.
- Compounding and dispensing medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients.
- Controlling medications by monitoring drug therapies and advising interventions.
- Providing pharmacological information by answering questions and requests of health care professionals and counselling patients on drug therapies.

- Reviewing prescriptions from doctors to ensure accuracy, to ascertain the needed ingredients, and to evaluate their suitability for the patient
- Providing information and advice about drugs, their side effects, correct dosage, and proper storage to the patients.
- Assessing the identity, strength or purity of medications before dispensing to the patients.
- Protecting patients and technicians by adhering to infection-control protocols.
- Maintaining safe and clean working environment by complying with procedures, rules, and regulations.
- Working with other healthcare professionals to plan, monitor, review, or evaluate the quality or effectiveness of drugs.

4. Report Writing and Record Keeping

- Keeping records such as pharmacy files, patient profiles, charge system files, inventories, and registries of poisons, narcotics or controlled drugs.
- Maintaining records for controlled substances.
- Prepare records i.e. weekly, monthly and periodic reports.

5. Any other duties as assigned by the supervisor.

Academic and Professional Qualifications & Experience

- Diploma in Pharmaceutical Technology from a recognized institution.
- Must be registered with the Pharmacy and Poisons Board with a current practicing license.
- Certificate in Voluntary Counselling and Testing from a recognized institution
- At least 1-year previous experience in a Pharmaceutical Technologist position.

Competencies/Abilities/Skills Required

- Strong analytical, report writing and problem-solving skills and attention to details.
- Strong communication and interpersonal skills.
- Experience working with HIV care and treatment programs
- Ability to work under minimal supervision and effective team player.
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.