

Government of Tuvalu – Job Description



Position Title:	Assistant Pharmacist	
Band and Salary:	H1 - H3	\$16,448 - \$33,287
Ministry and Department:	Ministry of Health and Social Welfare	Pharmacy Department
Location:	Funafuti	
Reports to:	Chief Pharmacist	

JOB PURPOSE:

To be responsible to the senior pharmacist in the routine duties at the hospital pharmacy in the Princess Margaret Hospital and may also tour and teach stock management for nurses in the Outer Islands Clinics

KEY RESPONSIBILITIES:

1. Registering prescriptions using supply or computerized inventory software.
2. Process prescriptions under supervision of the senior pharmacist by entering prescriptions, preparing and packing individual prescriptions and dispensing.
3. To provide drug information to patients, nurses, doctors and other health professionals
4. To maintain a full stocked pharmacy, and liaise with stores personnel for restocking when stocks are low.
5. Ensure compliance with pharmacy policies & procedures and GAO

MAIN DUTIES AND OUTCOMES:

- 1.1 To ensure correct compounding methods are used in compounding medications.
- 1.2 To maintain up — to — date and accurate records for all patients by using mSupply computer system
- 2.1 To ensure that all medications are dispensed correctly and in a timely fashion.
- 3.1 Ensure all medications therapies are appropriate in regard to patient and disease parameters and other factors.
- 3.2 Maintain effective relationships with physician, hospital staff, patients and public.
- 4.1 To undertake pre-packing from time to time
- 4.2 To screen medication orders for potential interactions with other medications and disease state or stated allergies.

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- 5.1 To maintain a safe, secure, and clean work place
- 5.2 Monitor and supervise the developed treatment plan.
- 5.3 Will be available for on-call duties after government prescribed working hour functions.
- 5.4 Ensure that the pharmacy department supports the Drug and Therapeutic Committee through its activities which also includes the use of standard treatment guidelines
- 5.5 Other duties as assigned by the Pharmacist.

MANDATORY REQUIREMENTS:

Degree in Pharmacy. Minimum of 2 years post-registration experience and supervising and training staff.

DESIRABLE REQUIREMENTS:

High-level attention to detail and accuracy

Sound time management skills

Ability to manage confidential matters and how discretion.

High level written and oral communication in English and

Tuvaluan Ability to liaise with stakeholders.

IMPORTANT NOTICE

Applicants through their applications' MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.