

PHARMACIST II

Kind of Work

Advanced professional work in the field of Pharmacy.

Distinguishing Features of Work

An employee in this class is responsible for the operation of a pharmacy/dispensary in a health and/or other select institutions as well as assisting in drug inspection duties. Work involves implementing policies and procedures relating to pharmaceuticals; establishing and maintaining systems to safeguard pharmaceuticals within a hospital; supervising pharmacists and compounding and dispensing medications and other pharmaceutical products. Work also involves preparing reports, providing pharmaceutical care in accordance with international standards. The employee may also serve as an assistant to a senior pharmacist in a large hospital. Work is generally performed independently in accordance with professional standards and is subject to review by a superior officer for quality and adequacy of service.

Examples of Work

Assists in or Manages the operation of a pharmacy/dispensary in a health and/or other select institutions by:-

- implementing procedures for pharmacy operations in compliance with relevant policies and legislations.
- supervising Pharmacists and support personnel which include staff development.
- advising relevant personnel on the design of the physical layout of the pharmacy.

Inspects drug storage areas for adequacy of drug stock and pharmaceuticals for proper labelling and storage, expiration dates, effective strength, sanitary condition, and security measures; takes periodic inventories of pharmaceutical supplies; recommends condemnation of obsolete stock; select proper storage for drugs and chemicals with regard to humidity, permissible storage time, temperature and light sensitivity.

Confers with and provides drug information to physicians, nurses and other health care personnel on drug indications, contra-indications, incompatibility of certain drugs, side effects, adverse reactions, and alternate medications; provides information to medical and health care staff on the availability of new drugs and pharmaceuticals.

Establishes and maintains internal controls to safeguard pharmaceutical inventories and the distribution of pharmaceuticals within the hospital.

Maintains a register of current drug information to assist practitioners and patients and a database for the information of all health care personnel.

Reviews patient records to observe and control inappropriate therapy and drug reactions; maintains patient profiles, noting drug doses, interactions, vaccinations, treatments and allergies.

Interprets prescriptions, compounds and dispenses medication determining pharmaceutical, chemical, physical or physiological incompatibilities.

Interviews patients to obtain information regarding drug use, drug allergies and sensitivities, medication histories; assesses compliance and counsels patients on appropriate drug use.

Performs patient and/or family counselling with regard to proper medication use and possible side effects or adverse reactions.

Conducts/Reviews clinical studies and drug utilization to provide information on prescribing habits and drug effectiveness in relation to patient's illness.

Places/Receives Orders for pharmaceutical supplies.

Compiles statistical data and prepares reports, such as, quarterly statistics, as required.

Keeps abreast of current trends and practices in pharmaceutical care.

Provides pharmaceutical care according to International Standards.

May be required to:-

- assist in the design of the physical layout of the Pharmacy.
- draft estimates of expenditure for the pharmacy and submit to senior officer.

Serves as a resource person at seminars, conferences, workshops, and clinical environments, etc. in the field of pharmacy, and represents the Ministry on various institutional committees, as required.

Performs related work as required.

Required Knowledge, Skills and Abilities

Considerable knowledge of the principles, practices and techniques of professional pharmacy.

Considerable knowledge of Government's National Drug Policy and Drug Formulary.

Considerable knowledge of pharmaceutical products.

Knowledge of the Pharmacy Board Act and related legislation.

Knowledge of principles and techniques of Public Administration.

Knowledge of Civil Service Regulations and Financial Regulations and Instructions.

Ability to supervise professional and support staff engaged in the provision of pharmaceutical services.

Ability to prepare and dispense medications and other pharmaceutical products.

Ability to deal sensitively and confidentially with patients' needs.

Ability to manage inventory, maintain records and prepare reports.

Ability to provide advice on the use of pharmaceuticals.

Ability to use relevant computer applications related to job functions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with patients, other employees and the public.

Minimum Experience and Training

Considerable (4 to 8 years) experience in the practice of pharmacy such as may have been gained in the next lower class and training as evidenced by the successful completion of a degree in pharmacy from a recognized university; or any equivalent combination of experience and training.

Necessary Special Requirement

Possession of a Pharmacist's License recognized by the Pharmacy Board of Trinidad and Tobago.