

PHARMACIST III

Kind of Work

Responsible professional and supervisory work in the field of pharmacy.

Distinguishing Features of Work

An employee in this class is responsible for supervising the operations of a pharmacy/dispensary in a large hospital or in an assigned area or for performing inspection duties of the Drug Inspectorate. Work involves establishing, formulating, implementing and reviewing procedures relating to pharmaceuticals; supervising pharmacists and support staff; assisting in monitoring and controlling Antibiotics, Narcotics and precursors in accordance with relevant legislation. Work is performed with considerable independence in accordance with professional standards and is reviewed by a senior Pharmacist through inspections, meetings, general observations and reports.

Examples of Work

Supervises the operations of a pharmacy/dispensary in a large hospital or in an assigned area by:-

- establishing, formulating, implementing and reviewing procedures and systems;
- supervising Pharmacists and support personnel engaged in the provision of pharmaceutical services;
- reviewing operations of the pharmacy for compliance with policies, laws and regulations; and
- controlling the pharmacy's budget.

Inspects all new and relocated premises to ensure compliance with the relevant legislation and institutional guidelines.

Assists the senior pharmacist in the monitoring and controlling of Antibiotics, Narcotics and precursor drugs according to the relevant legislation by:-

- conducting research to facilitate the registration of all new Antibiotics and Narcotics Preparations;
- conducting research and preparing reports for the senior pharmacist with respect to the secretariat for Antibiotics Control Committee, Central Drug Advisory Committee and Formulary/Essential Drug Committee;

- ensuring compliance of all procedures relating to Antibiotics and Narcotics;
- investigating non-compliance of Antibiotic and Narcotic Legislation and taking action, where necessary.

Checks and issues licences to all importers and exporter of Antibiotics.

Monitors the issuance of permits in respect of the importation and exportation of each batch of antibiotics and narcotics being imported or exported.

Inspects, destroys and witnesses the destruction of unserviceable drugs, narcotics, illegal drugs and issues certificates of destruction for same.

Visits pharmaceutical firms, both public and private, to inspect premises, records and reports on narcotics and antibiotics and other dangerous drugs in compliance with relevant legislation.

Writes reports on operational matters, medication usage and budgetary matters, as required.

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.

Keeps abreast of current trends and practices in pharmaceutical care.

Places/Receives Orders for pharmaceutical supplies.

Drafts estimates of expenditure for the pharmacy and submits to senior officer, as required.

Verifies lists unserviceable/expired drugs for a Board of Survey.

Consults with and advises medical staff concerning information obtained on medications, such as, warning issued on drugs, incompatibility of certain drugs or contraindications of drugs and alternate drug therapy.

Provides guidance and consultation regarding pharmaceutical services to patients, staff and the public.

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

Serves as a resource person in seminars, conferences, workshops, clinical environments in the field of pharmacy, and represents the Ministry on 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 pharmaceutical products.

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

Considerable knowledge of the Pharmacy Board Act and related legislation and of the laws and regulations pertaining to narcotics, antibiotics, precursors and other drugs.

Knowledge of policies and procedures as it relates to pharmacy in the Public Health Service.

Knowledge of Civil Service Regulations and Financial Regulations and Instructions.

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

Ability to prepare and dispense medications and other pharmaceutical products.

Ability to provide advice in the use of pharmaceuticals.

Ability to manage inventory and maintain records and prepare reports.

Ability to deal sensitively and confidentially with patients' needs.

Ability to communicate effectively, both orally and in writing.

Ability to use relevant computer applications related to job functions.

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

Minimum Experience and Training

Extensive (over 8 years) experience in the practice of pharmacy, including supervisory experience such as may have been gained in the lower classes 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 Licence recognised by the Pharmacy Board of Trinidad and Tobago.