



# JOB DESCRIPTION

## **ANNEX (B)**

**Job Title:** PHARMACIST ASSISTANT

**Department:** MEDICAL

**Reports To:** PHARMACIST

**Prepared Date:** 14/01/2020

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### **ESSENTIAL JOB DUTIES/SCOPE OF WORK:**

**Essential Duties and Responsibilities include the following. Other duties may be assigned**

- Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist, through DAMA online consumption system and related distribution forms
- Counts pills, labels bottles, and compounds medications to prepare prescriptions for patients as directed
- Performs administrative duties, including receiving and inputting prescription orders and restocking inventory
- Gathers, organizes, and assesses patient information
- Supplies patients with information and education on their prescriptions
- Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies
- Liaises with healthcare providers and patients to obtain correct prescription information
- Answers patients' questions about their medications under the supervision of the pharmacist
- Takes inventory of drugs on hand and records results
- Places orders for additional drugs as directed by the pharmacist
- Ensure timely replenishment requests to prevent stock outs
- Inform doctors of incompatibilities of medication ordered
- Inform supervisor of pending stock outs, damaged medication or any other irregularity on daily base



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- Collaborate with other departments as needed to ensure smooth implementation and integration of services
- Adhere to supervisor with regards to work schedules, record keeping, patient communications, re-stocking of necessary drugs, consumables and other items
- Adhere to DAMA Code of Conduct and internationally accepted humanitarian principles
- Participate in basic training in all areas of Pharmacy as required. This includes but is not limited to; Dispensary and Operational Procedures and product knowledge
- To be aware of the nature and sensitivity of information handled within the Organization and work in a manner which ensures confidentiality and security of this information