

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

MINISTRY OF HEALTH & MEDICAL SERVICES		
1. Position Title: Procurement Pharmacist	3. Division: Pharmacy	
2. Salary Level: 6-5		
4. Reports To: Chief Pharmacist	5. Direct Reports: Deputy Chief Pharmacist	
6. Primary Objective: <ul style="list-style-type: none"> • Implement Pharmacy Procurement Policy and Guideline • Manage Monthly stock reporting and analysis on low level or over stock items • Provide Supply Chain and Drug management course training to Nursing school and clinic nurses and pharmacy Assistants • Plan Order schedule for all essential medicines and consumables • Ensure Ordering process are well adhered to as per policy and approval of Chief Pharmacist • Monitor performance of Suppliers • Monitor & Evaluate performance of Procurement Officers and Assistants under his/her procurement mandate • Provide monthly expenses on overseas orders to Chief Pharmacist • Update of Essential Medicines List on mSupply post approval of Therapeutics Committee • Assist with Maintainance and update imprest lists for all health centres and dispensary unit • 		
Decision Making Authority: <ul style="list-style-type: none"> • Analysis of low stock items • Promote Rational Use of medicines to prescribers and public • CBA of suppliers quotations vs disease burden • Develop guideline on Stock management at Pharmacy 	Key Contacts: <ul style="list-style-type: none"> • Pharmacists • Prescribers (Drs) • Clinic & ward nurses 	Frequency and purpose <ul style="list-style-type: none"> • Daily (drug information issues) • Daily (clarification on doses and choices alternates) • Daily (imprest list query and drug information) • Daily (stock reports and transfer)

This is the Position Description that provides an outline of the key activities of the role. It is an expectation that you may be required to perform additional duties and activities as required by your supervisor from time to time

Approved By:.....

Date of Issue:.....

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Pharmacy assistants 	
<p>Without referral to manager:</p> <ul style="list-style-type: none"> • Dispense of prescribed drugs/decide on changing prescription when mostly needed • Transfer of medicines within pharmacy storerooms • Outpatient medicines counseling • Training of nurses and pharmacy assistants on drug management 		
<p>After consultation with managers or others:</p> <ul style="list-style-type: none"> • Order of low stock items • Adjust imprest lists for clinics on mSupply • Update guideline for nursing training on Drug Management • Ordering of Controlled Medicines 		
<p>Referred to manager or others:</p> <ul style="list-style-type: none"> • Overseas ordering of low stock level medicines • Staff conflict • Prescribers conflict • Human resource issues • Budget issues 		

Key Accountabilities		
Key result area	Major activities	Performance measures

This is the Position Description that provides an outline of the key activities of the role. It is an expectation that you may be required to perform additional duties and activities as required by your supervisor from time to time

Approved By:.....

Date of Issue:.....

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<p>Ensure availability of essential medicines and consumables for hospitals and clinics in Kiribati</p>	<ul style="list-style-type: none"> • Count of stock every month • Analysis of stock count for all flags every month • Update of mSupply on all movement of essential medicines and consumables • Communicate plan on Order schedule to all staff • Update mSupply on new additions and deletions of medicines as approved by Therapeutics Committee • Provide specifications on essential consumables 	<ul style="list-style-type: none"> • Monthly reports are filed and analysed at end of every month • One order every month for medicines and consumables are made • Stock out items are minimised
<p>Review of the Procurement Guideline and Update of Essential Medicines and Consumables list on mSupply</p>	<ul style="list-style-type: none"> • Analyse the monthly stock report for all essential pharmaceuticals • Identify low stock items and to communicate that information to prescribers and nurses • Understand the ranges of quota for all controlled medicines • 	<ul style="list-style-type: none"> • Updated Guideline and Policy endorsed and printed for use in Pharmacy
<p>Provide Pharmacology, Drug management Training to Pharmacy Assistants, Nursing School and clinic nurses as per guideline provided</p>	<ul style="list-style-type: none"> • Deliver lecture effectively to pharmacy assistants, students and nurses 	<ul style="list-style-type: none"> • Lecture manuals are updated

This is the Position Description that provides an outline of the key activities of the role. It is an expectation that you may be required to perform additional duties and activities as required by your supervisor from time to time

Approved By:.....

Date of Issue:.....

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Key Challenges	Selection Criteria
<ul style="list-style-type: none"> • Low stock items • Keeping up with time to ensure orders are place as scheduled • Delay of payments from Account and Finance 	<p>Qualifications and experience:</p> <ul style="list-style-type: none"> • Bachelors Degree in Pharmacy • 2 Years or more experience working in stock control and warehousing <p>Key attribute:</p> <ul style="list-style-type: none"> • Computer literate • Good counseling skills • Very friendly to work with • Able to accept criticisms from colleagues, supervisors, prescribers, nurses and patients • Excellent spoken and written in English and Kiribati

This is the Position Description that provides an outline of the key activities of the role. It is an expectation that you may be required to perform additional duties and activities as required by your supervisor from time to time

Approved By:.....

Date of Issue:.....