

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Health and Medical Services | | |
| 2. Position Title: Pharmacy Technician | 3. Salary Level: 13-12/11 | 4. Division: Pharmacy |
| 5. Reports To: Chief Pharmacist | 6. Direct Reports: Pharmacist | |
| 7. Primary Objective of the Position: <ul style="list-style-type: none"> • manage distribution of pharmaceutical orders to all urban and rural area clinics • Produce monthly stock reports for items used in manufacturing unit • Manufacture required medicines advised by pharmacist • Manage prescriptions and drug supplies for dispensing unit • Respond to any drug information enquiry in absence of pharmacist | | |

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| 8. Position Overview | |
| 8.1. Financial: | 8.2. Legal: Pharmacy & Poisons Ordinance, Public Health Ordinance and Medical ACT |
| 8.3. Internal Stakeholders: <ul style="list-style-type: none"> • Pharmacists • Prescribers (Drs) • Clinic & ward nurses • Pharmacy assistants | 8.4. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • Development partners • Island Councils • NGOs |
| 8.5 Not To be referred to Manager/Supervisor: <ul style="list-style-type: none"> • Dispense of prescribed drugs • Transfer of medicines within pharmacy storerooms • Ensure right temperature for storerooms • Outpatient drug counseling | 8.6 To be referred to Manager/Supervisor: <ul style="list-style-type: none"> • Order of low stock items • Adjust imprest lists for clinics on mSupply • Overseas ordering of low stock level medicines • Staff conflict • Purchase of items from local suppliers • Human resource issues |
| 9. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH | |

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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- *MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery*
- *Divisional/Departmental/Unit Plan: Curative and Pharmacy*

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
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| <ul style="list-style-type: none"> • Produce Stock report for essential medicines | <ul style="list-style-type: none"> • Produce stock reports for manufacturing unit and other allocated drug categories to Pharmacist on a monthly basis • Ensure right temperature for different medicines storerooms • Guide storeman to using mSupply when moving the items within different locations • Ensure storeman are using stock card system | <ul style="list-style-type: none"> • Timely and reliability of report • Quality of report • Implementation of stock card system |
| <ul style="list-style-type: none"> • Minimize stock out for all urban and rural area clinics and hospital wards | <ul style="list-style-type: none"> • Maintain the imprest lists and order schedules for clinics (rural area - bimonthly, urban area - weekly, hospital wards - weekly) | <ul style="list-style-type: none"> • clinics/ wards must have imprest list at all times • imprest lists are updated when required • all orders (nurses stock reports) are received on schedule , entered and confirmed on mSupply before delivery |
| <ul style="list-style-type: none"> • Outpatient dispensing of medicine | <ul style="list-style-type: none"> • Record (enter in mSupply) all prescriptions received from prescribers on a daily basis • Know how to fix computer minor technical problems to ensure smooth running of dispensing unit • Monitor and record waiting time for all prescriptions received | <ul style="list-style-type: none"> • All prescriptions are entered in system • Average waiting time for patients is known • Stock transfer always goes through system |

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| | <ul style="list-style-type: none"> Timely stock transfer from main stores to dispensing unit on a weekly basis | <ul style="list-style-type: none"> Stock on system for dispensing always match the actual stock |
| <ul style="list-style-type: none"> Manufacture items that may be required and Manage stock for manufacturing unit | <ul style="list-style-type: none"> Follow manufacturing procedures when manufacturing medicines required Produce stock report for manufacturing raw materials on a monthly basis | <ul style="list-style-type: none"> Medicines requiring manufacturing are always available |

| 10. Key Challenges | 11. Selection Criteria |
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| <ul style="list-style-type: none"> Low stock items Absence of Pharmacist | <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> Diploma in Pharmacy Technician OR Form 7 Certificate with more than 5 years as Pharmacy Assistant |
| | <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> Computer literate Very friendly to work with Able to accept criticisms from supervisors, prescribers, nurses and patients |

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