

ROLE PROFILE

Role Title	PHARMACY CLERK X2
Department	PHARMACY
Reporting Structure	PHARMACY MANAGER
Closing Date	29 JULY 2019

ROLE SUMMARY

Busamed Gateway Private Hospital is looking for a Pharmacy clerk to work as part of the team ensuring accurate processing and control of surgical products between wards and pharmacy, in accordance with policies and procedures as determined by management and audit requirements.

RESPONSIBILITIES AND DUTIES

- Ordering of Surgical stock for the hospital according to SOP while adhering to formulary requirements i.e. replenishing the pharmacy surgical stores
- Receiving of stock delivered to pharmacy
- Unpacking, barcoding and checking of surgical stock
- Binning of all surgical stock weekly
- Controlling of surgical stock in the dispensary with special attention to expiry dates, formulary compliance and usage
- Performing regular cycle counts and assist in full stock take process
- Replenishment of surgical stock to the wards and theatre
- Following up on “out of stock “and “to follows”. Request out of stock letters and communicate this to the unit managers
- Management of over and under recoveries
- Processing all transfers of surgical stock to wards and theatres
- Issuing and charging of surgical stock to in patients
- Assisting in updating ward stock lists
- Assisting the wards in determining min /max levels
- Related house-keeping tasks
- All duties assigned by management from time to time

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification.

WORK EXPERIENCE

- Previous experience in a private hospital surgical stores and knowledge of surgical products would be an advantage

KNOWLEDGE

- Computer literate – must be accurate and pay attention to details
- Knowledge and experience of SAP would be an advantage
- Good organisational and administration skills
- Proactive, organised and able to multitask and work well under pressure
- Participative and able to work as part of the team.
- Professional in appearance
- Flexibility of duty time to suit departmental needs
- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge.
- Keep up to date with evolving policies and procedures and abide by them at all times

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Applications.Gateway@Busamed.co.za

Should you not receive feedback two weeks after the closing date, kindly consider your application unsuccessful.
