

VACANCY - HILLCREST

Role Title	Pharmacy Manager
Department	Pharmacy
Reporting Structure	Hospital Manager
Closing Date	27 March 2020

ROLE SUMMARY

The incumbent will be responsible for the provision of medication and supplementary services to patients and other stakeholders. The Pharmacy Manager will also assume responsibility for meeting patients' needs in a responsible, satisfactory and cost-effective manner.

RESPONSIBILITIES AND DUTIES

- Dispensing of all prescriptions for in and outpatients
- Supply and control of ward stocks
- Supply and control of Schedule 5 and 6 drugs
- Provision of drug information service
- Checking and controlling expiry dates of medication in stock
- Supervise the removal and / or destruction of expired ethical stock
- Assist with all aspects of ethical stock including cyclical counts and full stock take process
- Assist in the ethical stock ordering
- Maintaining an effective relationship with key role players
- Supervising the control and dispensing of medication by pharmacist assistants in compliance with legal requirements
- Provision of in-service training to nursing staff
- Related house-keeping tasks
- Plan, co-ordinate stock take
- Assume licensing for regulatory requirements compliance with all appropriate standards
- Co-ordinate staff activities to ensure smooth running of the pharmacy and achieve company goals
- Liaise with relevant management re-stock purchases
- Participate in call-out roster and respond to call-out requests as per company procedures
- Ensure stock management are appropriately captured on the relevant software
- Facilitate quick receipt of consignment invoices

SKILLS PROFILE

EDUCATION

- B Pharm. Degree or Dip Pharm or relevant Pharmaceutical qualification
- Registered with the South African Pharmacy Council

WORK EXPERIENCE

- Customer-oriented with exceptional interpersonal skills and high working standards
- Minimum of 3 to 4 years' experience in a similar position
- Knowledge of Medical Aids
- Experience in a Private Hospital would be advantageous

KNOWLEDGE

- Intermediate computer skill - must be accurate and pay attention to details
- SAP knowledge

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 JocelynS@Busamed.co.za before the closing date cited above.

Kindly indicate the name of the position you are applying for in the subject line of your email.
