

<b>VACANCY - MODDERFONTEIN</b>	
Role Title	<b>Pharmacy Manager</b>
Department	<b>Pharmacy</b>
Reporting Structure	<b>Directly to the Hospital Manager and Functional Dotted Reporting Line to the Group Pharmacy Manager</b>
Closing Date	<b>27 July 2020</b>

#### **ROLE SUMMARY**

The incumbent will be responsible for the provision of medication and supplementary services to patients and other stakeholders. The Pharmacist 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 out patients
- 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
- 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 roaster 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
- Experience in a Private Hospital would be advantageous

##### **KNOWLEDGE**

- Intermediate computer skill - must be accurate and pay attention to details
- SAP knowledge
- Knowledge of Medical Aids

## 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.modderfontein@busamed.co.za](mailto:applications.modderfontein@busamed.co.za) before the closing date cited above.

Should you not hear from us by the 24<sup>th</sup> August 2020, please consider your application unsuccessful.

---