



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF PHARMACISTS (BS-17) IN THE PRIMARY AND SECONDARY HEALTHCARE DEPARTMENT (CASE NO. 18-RK/2018)**

### **Main Responsibilities and Tasks**

1. Implement the policies designed by the Head of Pharmacy Service Department in the respective area of work.
2. Subject to notification by the Government, the Pharmacist will also work as drug inspector within the territory of the hospital to take legal actions under the Drug Act 1976 and the rules framed there under for any contravention detected in the supplies of the drugs.
3. Develop Standard Operating Procedures / Protocols for the various procedures carried out in the respective areas of the hospitals for the proper handling of drugs.
4. Clinical Pharmacy services will be extended on ward basis by conducting rounds along with preparation of individual patient drug profile.
5. Carry out small scale manufacturing, extemporaneous preparations and TPN etc.
6. Pharmacist will work collaboratively with the healthcare professionals i.e. clinicians to devise the most appropriate medicines and supplies required in diagnosis, treatment and care, taking into consideration specific needs required within each level of the healthcare system keeping in view that effective product selection processes can result in resource optimization and efficiencies within the procurement system.
7. Designing of products specifications as per hospital drug formulary.
8. Forecasting & quantification of therapeutic goods.
9. Member of the various committees constituted for procurement of therapeutic goods.
10. Will supervise the receipt of supplies, test/analysis, their entries in the stock register and the expense register of the therapeutic goods.
11. Will ensure inventory management, batch and expiry record, physical verification of stock and will also countercheck/verify the record of storekeeper etc.
12. Pharmacist will ensure the Good Storage Practices as prescribed.
13. Pharmacist will ensure the delivery of supplies in a timely manner to wards Pharmacist etc. in accordance with prescribed procedures.
14. Pharmacist will be the in-charge of the Accident & Emergency/Indoor/Satellite Pharmacy.
15. Will submit indent/demand to Main Medicine Store as per requirement.

16. Inspect medicine store, a pharmacy and a drug manufacturing premises in his area of jurisdiction at least once in three months and maintain record of the inspections.
17. Satisfy himself that the conditions of the licenses granted by the authority are being observed.
18. If he has reasons to believe that a drug is being manufactured, sold, stocked or exhibited for sale in contravention of a provision of the Act or the rules, he may take samples of the drug and may send it for test or analysis and may seize the drug or any other article or equipment.
19. Investigate any complaint made to him in writing against a person and submit a report of his investigation to the Provincial or the District Board.
20. Initiate prosecution on the direction of the Provincial or the District Board and to pursue cases in the Court.
21. Maintain record of the actions taken by him in the performance of his duties, including taking of the samples and seizure of drugs or equipment etc., and submit reports of such record to the Provincial and the District Board.
22. Stop manufacture or sale of drugs being carried in contravention of the Act and these rules and inspect a place licensed under the Act or the rules before renewal of the license.
23. Responsible to ensure availability of quality drugs in the market/area under his jurisdiction/town.
24. Duties prescribed under Drugs Act, 1976/rules framed there under and other day to day duties/assignments entrusted by the authorities.

### **Occasional Tasks and Responsibilities**

1. Will supervise the receipt of supplies, their entries in stock register & expense register.
2. Will ensure inventory management, batch and expiry record, physical verification of stock and will also countercheck/verify the record of pharmacy staff etc.
3. Will be present during the ward round with consultants. The prescription written by medical doctors will be examined by the pharmacist and will discuss and write his comment(s) in the column of pharmacist on the patient chart.
4. Will work closely with health care team in assessing impact of medication use.
5. Will monitor the safe and effective use of controlled drug to patient.
6. Will collect data/information regarding and Adverse Drug Reaction and poisoning case, and intimate to Chief Pharmacist.
7. Will monitor and report medication errors and their outcomes.
8. Will inform physicians regarding unavailable drugs and suggest alternatives, if available.

9. Pharmacist will be the In-charge of the Out-door /Satellite Pharmacy.
10. Will create awareness for reporting ADR within hospital as per SOPs approved by the Pharmacovigilance committee.
11. Pharmacist will supervise Drugs/Therapeutic goods information center in hospital and respond to therapeutic goods related queries from within the hospital, other hospitals and the general public.
12. Aseptic reconstitution and unit dose dispensing of injectable and cytotoxic drugs etc.
13. Pharmacist will perform time to time DUE/DUR of different drugs and submit outcome to the P&T committee.
14. Pharmacist will perform training of paramedical staff & participate in research activities conducted in the hospital.

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