



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE (08) POSTS OF PHARMACIST (BS-17) IN THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (PESSI) LABOUR & HUMAN RESOURCE DEPARTMENT.

MAIN RESPONSIBILITIES AND TASKS

1. Pharmacist will ensure maintenance of inventory as per hospital formulary and will update the authority regarding stock position as when required.
2. All the therapeutic goods must be kept on racks and shelves. Medicines shall be stored off the floor suitably spaced to permit ventilation, cleaning and inspection. Pallets being used to stack the cartons: at least 10 cm (4 inches) off the floor; at least 30 cm (1 foot) away from the walls and other stacks; and not more than 2.5 m (8 feet) high as stated in Schedule "H" of Punjab Drugs Rules 2007.
3. Pharmacist/Pharmacy Technician shall be available round the clock for dispensation of therapeutic goods.
4. The Issuance of therapeutic goods will be done on FEFO (first expire first out) / FIFO (first expire first out) basis.
5. The verification of humidity, temperature and maintenance of cleanliness, hygienic conditions in stores is obligation of Pharmacist. However, provision of such validated instruments is responsibility of administration.
6. Thermo labile products shall be stored in refrigerator with proper temperature recording device.
7. Narcotic, psychotropic drugs and radioactive substances shall be stored separately with proper labeling and record keeping.
8. High risk medicine are Segregated from rest of the stock High risk medicines are Red Color Coded while LASA medications are labeled as yellow coded.
9. Expired, broken, defective or damaged drugs/products shall be kept stored separately, properly labeled and the records shall also be maintained.

OCCASIONAL TASKS AND RESPONSIBILITIES

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