



# ISIPINGO HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	ISIPINGO HOSPITAL -PHARMACY
<b>JOB TITLE:</b>	PHARMACIST ASSISTANT (PB)
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible to fulfil the scope of practise of a post basic pharmacist assistant.	
<b>KEY PERFORMANCE AREAS</b>	
<p>The following services or acts under the direct personal supervision of a pharmacist:</p> <ul style="list-style-type: none"><li>• Dispensing: the reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist</li><li>• The distribution and control of stock of Schedule 1 to Schedule 4 medicines</li><li>• Assist with the compounding, manipulation or preparation of a non-sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist per a patient.</li><li>• Billing / charging of medication on prescription charts</li><li>• Ordering of stock from wholesalers/suppliers</li><li>• Receive stock, unpack, check expiry dates, and pack shelves.</li><li>• Perform returns to suppliers when necessary.</li><li>• Monitor and control stock levels on an allocated shelf.</li><li>• Reconciling of invoices.</li><li>• Prepare retail prescriptions and the sale of Schedule 1 and Schedule 2 medicines.</li><li>• The provision of information to individuals to promote health.</li><li>• The provision of instructions regarding the correct use of medicine supplied.</li><li>• Ordering of TPN.</li><li>• Check and record room and fridge temperatures.</li><li>• Replenishment of dispensing machine.</li><li>• Process patient credits.</li><li>• Ensure daily items to follow are received and sent to the relevant wards.</li><li>• Replenishment of ward stock.</li><li>• Assist in maintaining the overall cleanliness of the dispensary.</li><li>• Participate in stock takes and variance investigations with explanations on the areas you manage.</li><li>• Ensure no expired stock is on your allocated shelves.</li><li>• Compile an excess, short dated and expired stock list, stock valuation management.</li></ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	

<p style="text-align: center;"><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• Must be registered with South African Pharmacy Council as a Post basic Pharmacist Assistant.</li> <li>• Computer literacy.</li> <li>• Must have minimum 1-2 years retail and hospital experience.</li> <li>• Private hospital experience will be advantageous.</li> <li>• Ability to read and interpret prescriptions.</li> <li>• Able to work under pressure.</li> <li>• Able to function independently and within a team.</li> <li>• Good interpersonal and communication skills</li> <li>• Must be prepared to do shiftwork.</li> <li>• The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> </ul>
<p style="text-align: center;"><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Scope of practise of PBPA</li> <li>• Delta 9</li> <li>• Unisolv</li> <li>• Surgicom</li> <li>• Communication skills to communicate with patients.</li> </ul>
<p style="text-align: center;"><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<p style="text-align: center;"><b>JMH VALUES</b> (Commitment)</p>	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
<p>CV's together with supporting documents should be submitted to: <a href="mailto:isirecruit@jmh.co.za">isirecruit@jmh.co.za</a></p>	
<p><b>NB: <u>POPIA CLAUSE</u></b></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="color: red;"><b>Closing date for applications is 19 October 2023</b></p> <p style="color: red;"><b>Yours faithfully</b> <b>Jenny Bux Group HR Manager</b></p>	