



ISIPINGO HOSPITAL

VACANCY: JOINT MEDICAL HOLDINGS

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

<p style="text-align: center;">MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p>	<ul style="list-style-type: none"> • Must be registered with South African Pharmacy Council as a Post basic Pharmacist Assistant. • Computer literacy. • Must have minimum 1-2 years retail and hospital experience. • Private hospital experience will be advantageous. • Ability to read and interpret prescriptions. • Able to work under pressure. • Able to function independently and within a team. • Good interpersonal and communication skills • Must be prepared to do shiftwork. • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.
<p style="text-align: center;">SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Scope of practise of PBPA • Delta 9 • Unisolv • Surgicom • Communication skills to communicate with patients.
<p style="text-align: center;">BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
<p style="text-align: center;">JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p>CV's together with supporting documents should be submitted to: isirecruit@jmh.co.za</p>	
<p>NB: <u>POPIA CLAUSE</u></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;">Closing date for applications is 13 April 2024</p> <p style="color: red;">Yours faithfully Jenny Bux Group HR Manager</p>	