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| Staff Member: | |
| Position title: | Pharmacy Assistant |
| Reporting to: | Pharmacist In-Charge |
| Position objective: | <p>To provide SANITAS patients with medications as prescribed by our doctors, to advise patients the correct administration and dosages of these medications and to record all medication/patient transactions in our patient management software.</p> <p>To provide SANITAS patients with knowledge and expertise on medications and advise them on any query they have. To interact and communicate with our doctors and medical professionals to provide the best possible medical and financial solutions for our patients.</p> |
| Key responsibilities: | <p>To staff the Hospital pharmacy according to the shift roster, in a professional and friendly manner. To act as part of the team and take responsibility for the 24 hour operation of the pharmacy service to our patients.</p> <p>To assist technicians in dispensing medications according to the doctors prescription, within the hospital patient management software and to record all transactions diligently.</p> <p>Meeting and greeting patients in a professional and friendly manner, assisting patients in understanding their prescriptions and the procedure for payment through reception</p> <p>Assisting in control of all pharmaceutical stock and equipment, inventory control, receiving deliveries and placing purchases, keeping the pharmacy clean and tidy, as and when requested.</p> <p>Ensure your education and product knowledge is kept fresh and up-to-date so you can provide the best possible solutions to your patients</p> <p>Coordinating with doctors and nursing staff on the medications and treatments available and that everyone has knowledge of what is currently available, or not available and any task reasonably requested by your In-Charge regarding smooth service to our patients.</p> |

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| <p>Key Performance measures</p> | <p>Patient and client relations, ability to relate and treat all patients with a level of care and compassion whilst maintaining a professional relationship, not generating any complaints.</p> <p>Correct processing and authorizing of credit patients, ensuring all patient details are recorded in the file and on the form correctly, ensuring the doctor has filled the form correctly, ensuring the patient has signed the form, ensuring all services have been recorded correctly. Not generating any payment rejections.</p> <p>Maintaining an organised pharmacy and serving area, recording all transactions correctly, relating back to the doctor for any errors, abiding by the work roster, arriving on time for your shift. Not generating any professional or HR complaints or warnings.</p> |
| <p>Skills required</p> | <p>The minimum qualification for this position is a Diploma in Pharmaceutical Science.</p> <p>All applicants should be fully registered according to their certifications and provide certified copies of their certificates and transcripts.</p> <p>All applicants should have some competency in computers and using different software, all SANITAS systems are computer based.</p> <p>All applicants should be team players, be prepared to work a flexible roster and able to arrive for duty on time.</p> |

CERTIFICATION:

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required for the proper accomplishment of the functions of this position.

Signed by:

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| Section Head: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. | | |
| Title | Signature | Date |

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| Human Resources Delegate: Job Description Approved. | | |
| Title | Signature | Date |

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| Employee: - I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Title | Signature | Date |