

POSITION DESCRIPTION

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| Title: | Pharmacist In-Charge | Location: | Abu Dhabi |
| Department: | Clinical Services | Reports to: | CAMO |
| Prepared by: | CAMO | Date: | January 2020 |

Overall Purpose:

To provide specialist pharmacy services, including Narcotics and Controlled Medication Management, stores-based medicine management, and training and education, in accordance with legal and professional standards, and National Ambulance and relevant UAE government agencies requirements

Roles and Responsibilities

Pharmacist Responsibilities

- Review and interpret each prescription/order for appropriateness of drug selection, dosage regimen, potential drug-drug interactions, patient allergies and therapeutic duplication
- Prepare and dispense medication orders including the narcotic and controlled medications and ensure all patients' rights are maintained (right patient, right medication, right dose, right frequency etc)
- Educate and communicate with clinicians regarding accurate doses, interactions and contradictions, drug availability, indications and compatibility to ensure the delivery of safe and effective treatment
- Routinely check Pharmacy stock to ensure that it is not expired, discontinued or a recalled item
- Maintain inventory control, pharmacy records, manage pharmacy stocks and create purchasing orders to suppliers/wholesalers to ensure adequate stock replenishment
- Monitor medications storage criteria and temperatures according to GSP (good storage and distribution practice) derived from USP (US pharmacopeia), JCI, DOH (Department of Health) guidelines
- Ensure that expired controlled substances were isolated in pharmacy separate cabinet until returned to the wholesaler/main store
- Create list for high alert medications, look alike-sound alike drugs, antidotes

Pharmacy In-charge Responsibilities

- Create policies and procedure for medication management including narcotics and controlled medications receiving, recording, issuing and auditing which are aligned with DOH guidelines, Ministry of Health (MOH) and JCI requirements
- Create controlled medicine purchasing orders, procurement, receiving, counting and log book recording
- Submit all completed essential papers to DOH and MOH as required

- Double check all controlled/narcotics prescriptions to ensure all essential data included and clearly identified for issuing and recording
- Support Clinical Audit by Inspect/audit Patient Care Record (PCR) to ensure that policies are implemented and followed by all staff and they are aware of all the steps in recording, and administering to patients
- Reporting to DOH monthly for controlled medication stocks and every 3 months for narcotic stocks
- Ensuring a process for maintaining continuous (24/7) availability of road medication stock
- Review all DOH memorandums to ensure all recalled medication in the Company inventory are properly checked and isolated away from the main stock
- Lead monitoring medication error/adverse drugs reaction by reviewing medication error reports and providing feedback through the QHSE system with action required
- Effective medication management by measuring the KPI
- Provide the required training and education for the new joining clinicians regarding drug administration, dosage regimen, probable side effects (SE), adverse drug reaction (ADR) and all drug information
- Participate in establishing well-developed medication management plan throughout the NA based on NA mission and vision including hospital goals, objectives, clinical services
- Delegation of these responsibilities to the pharmacist when the pharmacist in-charge is on leave

Inspections

- Undertake regular inspection to ensure:
 - Drug preparation and dispensation areas are devoid of all outdated or unusable drugs
 - All medications are labelled with patient names and date of opening and expiry
 - Controlled medications are correctly administered, double checked, recorded and balance is correct
- Inspect stock packs ensuring implementation of clinical NA policy, all medication quantities are neat, expiry dates and labelling of all high alert medications are in accordance with policies

Key Performance Indicators

- Medication Management Compliance
 - All drugs stored within DoH storage requirements
 - clinicians' access to all in date medications at all times
 - Once a month full bags inventory check in pharmacy and across all contracts
 - Once a month stock check on all medications in pharmacy
 - follow up on DoH Circulars/Recalls within 24 hours of receiving
 - completion of all required CMEs per year for licensed pharmacy staff

Meetings and Committees

- Participate as a member of meetings and committees:
 - JCI and International Patient Safety Goals (work with JCI consultant team and QHSE staff while preparing the pharmacy and hospital for JCI Accreditation)
 - Policies and procedures group meetings
 - Infection Control Meeting
 - Operational meetings if required
 - Medical supplies and equipment working group
 - Clinical services department weekly meeting

Training

- Provide training and education that meets the statutory, professional and regulatory requirements
- Participate in the education of other healthcare professionals as required by providing lectures on specialist topics

QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

Professional and Academic Expertise

- Bachelor's degree in pharmacy
- 3 years of recent experience as a pharmacist with clinical responsibilities and up to date knowledge of pharmacology, therapeutics and the principles of medicine management
- Knowledge of audit and research
- DOH or MOH License
- Having a valid Driving License
- Excellent communication skills in English and preferably Arabic language
- Competent computer skills and with Microsoft Office experience
- Experience providing medicine management is desirable
- Experience in medication management policymaking
- Has the capability to communicate with health authorities (DOH, MOH) to discuss any updates related to medication management including the narcotics and controlled medications
- Capability to deal with medication error incidents
- Able to do clinical audits when required
- Previous training experience is desirable

Chief Administrative Medical Officer

Change Brief

| Version No. | Date | Changes |
|-------------|--------------|---|
| 1 | January 2020 | <ul style="list-style-type: none"> - Change position title from Clinical Pharmacy to Pharmacy In charge - Medical Director terminology - update overall purpose - update roles & responsibility - KPIs - Meetings and committees (New PD) |
| 2 | July 2020 | <ul style="list-style-type: none"> - Change code from HRP543 to HRP651 - Change the position title from Clinical Pharmacy to Pharmacist In-Charge - Medical Director Terminology - Add Narcotics and controlled drug to "Overall Purpose" - Update "Roles and Responsibilities" - Update the KPI - Update the "Meeting and Committees" |

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|---|---------------|--|
| | | - Remove Policy Procedures and Guidelines section |
| 3 | November 2020 | Addition to the Professional and Academic Expertise – “Having a valid Driving License” |
| 4 | June 2022 | Due to review changed Medical Director to CAMO Changed CAO to CAMO Changed “Chief Administrative Officer” to “Chief Administrative & Medical Officer” Modified as per standard template |

Review & Approval:

Chief Administrative Medical Officer