

POSITION DESCRIPTION

Title:	Pharmacist	Location:	Abu Dhabi
Department:	Clinical Services	Reports to:	CAMO
Prepared by:	CAMO	Date:	October 2013

Overall Purpose:

To provide general pharmacy services and supporting the Pharmacist In-charge including the 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

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- Drug preparation and dispensation areas are devoid of all outdated or unusable drugs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

Pharmacy Policy, Procedures and Guidelines

- Participate in drafting and implementing of policies aligned with DOH, MOH and JCI standards

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 as required such as:
 - 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 meetings
 - 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 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
- Previous training experience is desirable

Chief Administrative Medical Officer

Change Brief

Version No.	Date	Changes
1	October 2013	New PD
2	October 2014	Updated PD
3	October 2016	Update Professional and Academic Expertise
4	July 2019	Replace HAAD by DOH
5	January 2020	Change position title from Clinical Pharmacy to Pharmacy in charge , Medical Director terminology ,update overall purpose , update roles & responsibility ,KPIs ,Meetings and committees
6	July 2020	Update with Pharmacist responsibilities and removal of Hospital Removal of Specific Medications including Narcotics/Controlled Medications section Update in Pharmacy Procedures and Guidelines section Revision of Key Performance Indicators section Update on Meetings and Committees Update on Professional and Academic Expertise
7	November 2020	Addition to the Professional and Academic Expertise – “Having a valid Driving License”
8	June 2022	Changed “CAO” to “CAMO” Changed “Chief Administrative Officer” to “Chief Administrative & Medical Officer” Modified as per standard template

Review & Approval:

Chief Administrative Medical Officer