

## POSITION DESCRIPTION

<b>Title:</b>	Pharmacist	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Clinical Services	<b>Reports to:</b>	Medical Director
<b>Salary:</b>	Salary package	<b>Band:</b>	2
<b>Prepared by:</b>	CAO	<b>Date:</b>	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  - Drug preparation and dispensation areas are devoid of all outdated or unusable drugs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:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System 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 Officer

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## 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”

Review & Approval:

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(Chief Administrative Officer)