



OSPITAL NG PARANAQUE



Document Code: OSPAR-ADS-PHARMA-

ANCILLARY DIVISION APPROVAL MATRIX

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Policy Title:

ORGANIZATION AND PERSONNEL

Section / Department

PHARMACY SECTION

Prepared By:

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Hospital Administrator

Approved by:

Jefferson R. Pagsisihan, MD, MHM
Hospital Director

CLASSIFICATION: SECTIONAL

OBJECTIVES:

In order to provide quality pharmacy services in a hospital, there must be an adequate number of competent and qualified personnel that corresponds to the required hospital staffing pattern.

COVERAGE:

1. Management

- Chief Pharmacist – Pharmacist V
- Supervising Pharmacist/s – Pharmacist IV
- Clinical Pharmacist/s – Pharmacist IV
- They are responsible for:
 - a) Procurement, distribution and control of all drug products used within the hospital;
 - b) Management of Pharmacy personnel;
 - c) Maintenance and proper implementation of established standards in the operations of the hospital pharmacy section;
 - d) Provides patient care that optimizes medication therapy and promotes health, wellness and disease prevention, as defined by the American College of Clinical Pharmacy.

2. Professional / Technical staff

- Senior Pharmacists – Pharmacist III
- AMS Pharmacists – Pharmacist III
- Staff Pharmacists – Pharmacist II
- They are qualified pharmacists who:



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- a) Undertake procurement distribution and control drug products used within the hospital;
- b) Provide clinical pharmacy service;
- c) Supervise support staff while assisting in the pharmacy operations.

3. Support staff

- Pharmacy Assistant – Administrative Assistant VI
- Pharmacy Aide – Administrative Assistant IV
- They provide assistance to the pharmacist in the :
 - a) Preparation of medicines to be dispensed;
 - b) Preparation of materials and active ingredients in compounding;
 - c) Recording of dispensed medicines;
 - d) Storage and safekeeping of drug products;
 - e) Maintenance of pharmacy.



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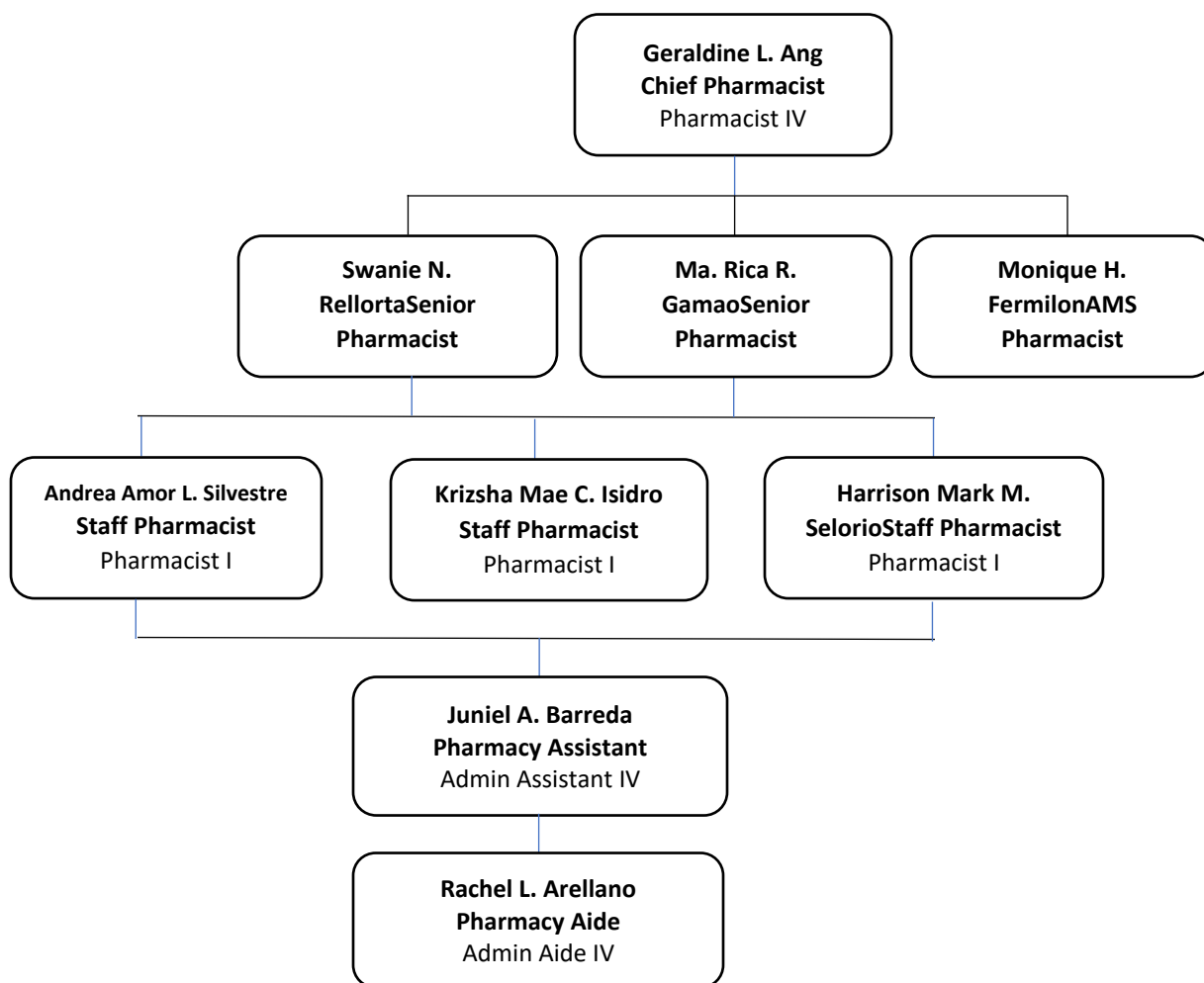
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HOSPITAL PHARMACY ORGANIZATIONAL CHART





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HOSPITAL PHARMACY ORGANIZATIONAL CHART (PROPOSAL FOR LEVEL 2)

