

## **JOB DESCRIPTION**

Title: **Pharmacist**

Reporting To: **Head of Health Unit**

### **Summary:**

Pharmacist will be responsible for supervising a setting up of Centralised Pharmacy Store (CPS) in MCOBA and to ensure the delivery of quality pharmaceutical services in all QFFD Clinics including mobile clinics. The goal of setting up a CPS is to integrate all the processes in pharmaceutical services such as procurement, storage and inventory management are centralised. CPS will become the key facility in MM supply chain and distribution for pharmaceutical, medical and consumable inventories. CPS's will function as a distribution warehouse for all inventories required for all the health programs/projects under Health Unit.

The pharmacist is also responsible for capacity development of assistant pharmacists under QFFD program which include on the job training, supervision and mentoring. The pharmacist is also expected to review all the pharmacy related documents, protocols, policies and manuals and to develop new ones if needed.

### **Key Responsibilities:**

#### **A. Centralised Pharmacy Store (CPS)**

1. To review relevant manuals and SOPs currently in use in MOH and to advise suitable SOPs to be used in CPS.
2. To standardise drug formulary for Mercy Malaysia
3. Developing SOPs for requisition, procurement, receiving and issuing stock on medicine, medical consumables and related medical devices.
4. Develop a planned pharmacy procurement and supply activities which are well implemented to ensure that the allocation received, is spent prudently so that the stock of medicines, vaccines, reagents and consumables are adequate and there is minimal waste.
5. Monitor the expenditure and consumption of drugs, vaccines, reagents and non-drugs.
6. Monitor the trend of stock use of all medicines and consumables from time to time and ensure that they are always adequate for all health programs
7. Monitor the stock management of medicines, consumables and vaccines to achieve optimal storage stock of 3 months with some contingency allowance.
8. To advise in selection and implementation of suitable Computerised system for the management of CPS for procurement, storage, supply, internal invoicing and payment to suppliers
9. Plan the needs of pharmaceutical human resources and competency development activities to ensure that pharmacy services can be carried out smoothly and with quality.

10. To train and empower pharmaceutical human resources responsible for centralised pharmacy in comprehensive inventory management
11. Establish guideline in management of cold chain including vaccine fridge
12. Developing SOPs for movement/transfer of medicines from one location to another as in on loan, donation etc.
13. Developing SOPs for disposal of Pharmaceutical Stocks which are expired/damaged
14. Manage data and statistics of health pharmacy activities to evaluate the achievement of centralised pharmacy activities.
15. To ensure monitoring and evaluation of supplier performance is well managed and effective
16. To develop SOP to address to the complaints of the quality or recall of products

## **B. PHC and Mobile Clinics : QFFD Ampang, Kajang and Mobile**

1. To ensure good dispensing practice is followed and to convey the latest information and instructions to assistant pharmacists in QFFD clinics
2. Plan the needs of pharmaceutical human resources and competency development activities to ensure that pharmacy services can be carried out smoothly and with quality.
3. To train and empower assistant pharmacists in inventory management, good dispensing practice and equipped his/her with the technical knowledge and the skills necessary to dispense the range of medicines prescribed and to communicate effectively with patients/ caregivers.
4. To ensure that services and activities undertaken will be based on the Standard Operating Procedure (SOP), protocols, guidelines, policies, regulations and pharmaceutical acts .
5. Developing SOPs for requisition, procurement, receiving stock and issuing stock on medicine, medical consumables and related medical devices
6. Developing SOPs for disposal of Pharmaceutical Stocks which are expired/damaged
7. Developing SOPs for movement/transfer of medicines from one location to another as in on loan, donation etc
8. Management of cold chain including vaccine fridge
9. To ensure that the use, storage and supply of Dangerous drugs in the clinic to comply with the requirements of the legislation.
10. To supervise /train assistant pharmacists in generating report and analysis of consumption , prescription and costing data for daily, weekly, monthly, annually
11. To ensure examination of stock annually and to do surprised inspection at all clinics

### **C. Other responsibilities**

To undertake any other duties and responsibilities commensurate with the post and other duties relevant to and/ or required to fulfil function and objectives of Mercy Malaysia

### **JOB COMPETENCY**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the organization's priorities and assumes responsibility for own action and delegated work.
- Communication: able to communicate effectively in English and Bahasa Malaysia fluently, able to write and submit reports in a timely manner, and able to communicate with colleagues, stakeholders and beneficiaries in a professional and respectful way.
- Good leadership characteristics with Decision making and problem solving skills.
- Analytical and Innovative Thinking, Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. Ability to work fast and effectively in a multi-cultural environment;
- Other competencies including;
  - Ability and agreement to adhere to the Code of Conduct and Humanitarian Principles
  - Valid Driving License
  - Flexibility and a high motivation for this post are fundamental
  - Competent in using Microsoft Office Tools

### **MINIMUM QUALIFICATIONS REQUIRED FOR THE POST**

Bachelor of Pharmacy recognized by the Government from local or foreign institutions of higher learning or a qualification recognized as equivalent and registered with the Malaysian Pharmacy Board.

- a) Understand acts related to pharmacy services.
- b) Have skills related to pharmaceutical care such as Good Dispensing Practices , counselling skills and other related skills .
- c) Understand the MTAC Service Protocol.
- d) Understand Store Management Procedures and pharmaceutical procurement.
- e) At least 3 years in service in related fields