



Falkland Islands Government – Job Description

Job Title:	Pharmacy Assistant		
Department:	Health and Social Services	Section:	Pharmacy
Reports to:	Pharmacist		
Grade:	H1	Job Code:	211P01

Job Purpose

To assist in the provision of a pharmacy service that supports the delivery of high quality primary, secondary and community health services, health promotion activities and self-care, by ensuring the safe, economic and effective use of medicines.

The post holder will be expected to undertake level 2 training in pharmacy services.

Main Accountabilities:

Under the direction of the Pharmacist and/or Pharmacy Technician:

- Ensure stock received is unpacked, checked against relevant documentation and entered accurately onto Pharmacy computer system.
- Ensure stock is stored in a safe and appropriate manner in line with manufacturer's recommendations and local policies. Inform the Pharmacy Technician of any discrepancies.
- Undertake periodic stock checks to ensure stock levels and batch records are being accurately maintained.
- Produce expiry reports to ensure that expiring stock is removed from stock and wastage is minimised.
- Pack dose administration aids.
- Replenish dispensary stock in a timely and efficient manner to ensure the dispensing process is maintained.
- Replenish stock to other hospital departments, including casualty and the ward to ensure adequate levels are maintained. Remove and replace out of date drugs as required.
- Maintain and keep accurate database records for camp medical chest contents/locations/chest holders. Replace stock when used or out of date.
- Maintain and keep accurate database records for all emergency drug boxes used throughout the hospital. Regularly monitor and replace stock when used or out of date.
- Undertake frequent refrigerator temperature monitoring within pharmacy and the other areas of the hospital in line with local guidelines, to ensure the safe storage of medications. Keep accurate records and report discrepancies.
- Enter statistical data onto Microsoft Excel spreadsheets as required by the Pharmacist/Pharmacy Technician.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Main Accountabilities: continued	
<ul style="list-style-type: none">• Safely dispose of out of date/unwanted medicines following KEMH/FIG policy.• Supply medication for ship's medicine chests following Merchant Shipping Guidelines.• Assist the Pharmacist/Pharmacy Technician with duties when requested to do so.• Under the direct supervision of the Pharmacist/Pharmacy Technician, assist with the dispensing of prescriptions in order to maintain the service in times of extreme need and only if appropriate training has been undertaken.	
Additional Information:	
This post involves manual handling which can be heavy at times, particularly when receiving air and sea freight.	



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Person Specification:	Pharmacy Assistant		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
A good standard of secondary education, for example, GCSE grade C or above in English/Maths/Science	✓		A/I
NVQ Level 2 in Pharmacy Services or equivalent healthcare award		✓	A/I
ECDL		✓	A/I
Knowledge, Skills and Experience:			
Ability to work autonomously and as part of a team	✓		A/I
Good time-management and prioritisation skills	✓		A/I
Computer literate, with the ability to in-put data accurately	✓		A/I
Previous knowledge of clinical IT systems		✓	A/I
Knowledge of Microsoft Excel/Word/Office		✓	A/I
Previous experience of working in a pharmacy or healthcare environment		✓	A/I
Previous experience of stock control		✓	A/I
Personal Attributes:			
Willingness to undertake Pharmacy Technician training	✓		A/I
Understand the importance of patient confidentiality	✓		A/I
Hardworking, with the ability to be flexible and adaptable to both pharmacy and service needs	✓		A/I
High attention to detail with a methodical and accurate approach to duties	✓		A/I
Strong work ethic	✓		A/I
Physically fit as the post involves manual handling.	✓		A/I

Method of assessment:

A - Application Form I - Selection Interview

R – Reference