

Job Summary - Pharmacist

Family: Individual Clinical Contributor

Grade: 12

Department: Hospital Pharmacy

Last Updated: Wednesday, September 29, 2010

Job Information

Job Summary

Perform a variety of pharmaceutical duties in the Hospital Pharmacy. Includes reviewing orders, dispensing, compounding, manufacturing, controlling labeling and prepackaging, maintaining drug journal, providing consultations regarding adverse drug reactions and poisoning, participating in the annual inventory count, operating the pharmacy computer terminal and PC, and inspecting pharmaceuticals in nursing units. Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and the Parenteral Nutrition Department.

Essential Functions / Task Groups

Prepare & Oversee Compounding Medication

- Apply basic knowledge of principles & practices of professional pharmacy.
- Apply basic knowledge of techniques, practices and procedures in compounding and dispensing medications and other pharmaceutical products.
- Compounds aseptically TPNs
- Prepare or oversee preparation of IV admixtures, Parenteral nutrition using aseptic techniques; check medication charts and make necessary corrections.

Receiving Prescriptions & Dispensing Medicines

- Coordinate and control the activities of the Pharmacy Department, includes receiving from Doctors and nursing unit orders or prescriptions for in-patients and ambulatory patients (treated in O.P.D. or Private Clinics), reviewing prescriptions for accuracy and completeness, determining pharmaceutical quantities and dispensing to users according to the policies and procedures and charging according to the pharmacy regulations.
- Perform monthly nursing unit inspections as assigned in accordance with JCI requirements.

Evaluate & Provide Medicine Information

- Discuss medication order clarification with the prescriber, document any changes in patient and pharmacy records, and inform others of medication order changes.
- Conduct target drug programs and drug usage evaluations as needed and report results to the Pharmacy and Therapeutics Committee.
- Maintain and update medications profiles as required including demographics, diagnosis, allergies and current medications; this includes checking for drug interactions, incompatibilities and clinical therapeutic uses of drugs.
- Participate in narcotic drug and controlled drug distribution program as required.
- Participate in the in-service education program for Pharmacy and Nursing Staff.
- Provide drug information to professional staff and outpatients.
- Enter and maintain all data as mandated by law.
- Perform other related duties such as operating the pharmacy computer terminal to retrieve information regarding drug availability, unit prices, etc.

Critical Competencies

Accountability, Safety and Health Management, Information & Records Administration, Quality Management, Problem Solving, Planning & Organizing, Technical Expertise, Drug Distribution, Computer Skills, English Comprehension, Client Focus, Initiative, Communication Skills, Organizational Awareness, Applied Technology, Professional Development, Team Skills, Developing Others, Health Education, prevention and promotion.

KNOWLEDGE / KNOW-HOW

Knowledge:

Pertinent knowledge of laws pertaining to the practice of Pharmacy.
Pertinent knowledge in technical, professional and scientific areas required by the job.
Medical Terminology.

Education:

Minimum Education: B.Sc. Degree in Pharmacy

Certifications & Licensures:

License to practice pharmacy from the Ministry of Public Health
Member of Order of Pharmacists

Experience:

Minimum Experience: 1 year experience in hospital pharmacy or Pharm D.

Languages:

Minimum Languages: Arabic & English (IET score \geq 500).

Computer Skills:

Proficient in the use of Microsoft applications as well as other needed software and databases.

IMPACT OF ACTIONS / DECISIONS

Efficient work enhances the flow of work of all floors, patient well being and Hospital Reputation.
Work contributes to the well-being of patients.
Maximize positive health care outcomes and improve patients' quality of life with minimum risk.

JOB STRUCTURE

Using relevant information and individual judgment to determine course of action.

REPORTING CHANNEL / SUPERVISORY CHANNEL

Reporting Channel:

Report to Director of Pharmacy

Supervisory Channel:

Gives work directions to Senior Technicians, Technicians, Assistant Technicians, and Pharmacy Aides

Job Characteristics:

Physical Effort: Moderate Physical Effort

Work Schedule: Shift rotation basis

Working Conditions: Normal