

VACANCY

Job title:	Pharmacist Assistant – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To support facilities' pharmacies to ensure that adequate levels of stock are available at all times. To provide mentorship & support to facility pharmacies to ensure compliance with good clinical/ Pharmacy Practice and maintenance of high standards of ethical and professional conduct.
Location:	Ekurhuleni
Closing date:	15 October 2021
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.	

Key performance areas

- Provide mentorship & support to ensure safe and effective storage of medicines in the pharmacy or medicine room
- Provide signage to medication rooms to ensure that unauthorized persons do not obtain access to the medication/pharmacy
- Provide mentorship & support in the ordering and receipt of stock from suppliers in accordance with Standard Operating Procedures
- Provide mentorship & support and ensure that stock dispensed is appropriately recorded into the registers and bin cards
- Guide facilities on storage & disposal of expired stock
- Support pharmacovigilance activities in supported facilities and at sub-district level
- Where required, provide direct service delivery at facility level to ensure compliance with good pharmacy practises and Ideal clinic requirements
- Support implementation of SVS in all supported facilities through mentorship and capturing of weekly data onto SVS
- Give continued support to all supported facilities on which items are to be updated on SVS
- Generate and analyse reports from SVS data
- Train & mentor clinicians and nurses (NIMART) on the correct prescribing of medication and other pharmacy related topics
- Develop & provide relevant IEC material/algorithms to supported facilities
- Support the implementation and maintenance of chronic treatment clubs and other National Adherence Strategies in supported facilities
- Support facilities in distribution of medication for clubs and Spaced Fast Lane Appointment (SFLA) ensuring that it is done according to SOPs
- Support and monitor the implementation and maintenance of CDU/PDU and CCMDD Programmes within sub-district
- Pre-pack medication for patients in clubs and SFLA were allocated as such
- Accurately enter data on the pharmacy data system
- Support the retention of accurate and updated records on pharmacy activity
- Prepare monthly reports
- Identify and report system errors to the relevant authorities.
- Compare Pharmacy data to the Clinic data.

- Compile and submit comprehensive monthly report on progress in all activities to both line manager and sub-district team manager and other ad hoc reports when required
- Keep up to date with new developments in ARV/TB/PMTCT arena and share expertise with the broader team
- Represent Wits RHI in meetings & workshops when requested to (e.g., Facility, sub-district, etc.)
- Take ownership and accountability for tasks and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as workshops, forums, conferences etc.
- Participate and give input in ad hoc projects and initiatives.

Required minimum education and training

- Grade 12 and a Certificate as Post Basic Pharmacist Assistant (1 year).

Desirable additional education, work experience and personal abilities

- Certification in basic HIV and good clinical practice.
- Experience in adherence counselling when dispensing medication.
- Experience working in a public or private pharmacy for at least 2 years with experience in the dispensing of ARV drugs and working with CCMDD programmes will be beneficial.
- Good administration skills together with working knowledge of Microsoft Office.
- Ordered, systematic and analytical.
- Assertive, confident, and adaptable.
- Able to work under pressure and adhere to deadlines.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Display a concern for patients and willingness to respond to patients' needs and requirements.

Required minimum work experience

- Completion of in-service training and examination as required by above certification.

Demands of the job

- Ability to be adaptable and work under pressure.

Communications and relationships

- Maintain effective working relationships with the project team and other relevant staff.
- Effectively liaise with patients, DoH and other stakeholders.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card