

## Pharmacist at Nanyuki Cottage Hospital

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Nanyuki Cottage Hospital is a nonprofit hospital in Nanyuki, Laikipia County, Kenya. The hospital has 50 inpatient beds and includes an operating theatre, laboratory, X-ray department and pharmacy. It was founded in when the community purchased land from Mr. R.H. Randall. The Hospital started from a small wooden structure named General Wheatley Memorial Hospital. In the main Hospital building was constructed. The Nanyuki Cottage Hospital (NCH) is located at the foot of Mt. Kenya one kilometer off the Nanyuki Nyeri Highway.

### Main Duties

#### Medicines Management

Identify, report and present key prescribing issues, variations from the norm, budget pressures and exceptions to protocol compliance arising from increased drug expenditure within their areas of responsibility.

Develops initiatives to address identified prescribing issues and promote cost effective prescribing and drug expenditure control within their areas of responsibility.

Promotes adherence to the hospital formulary, treatment guidelines and protocols.

Supports the development, implementation, and monitoring of guidelines, procedures, protocols and standards, to ensure safe and cost-effective use of medicines in line with local priorities, national directives, legislation and professional ethics.

Undertakes drug history taking and medicines reconciliation of patients admitted to hospital. Ensuring continuity of medication supply and facilitating the discharge process by recording relevant information.

### **Dispensary**

Participates in dispensing services including the clinical and final accuracy checking of prescriptions / orders for inpatients, outpatients, and patients being discharged in accordance with local standards, policies and safe systems of work.

Ensures that all legal requirements relating to the prescribing, dispensing and storage of pharmaceutical products in the Hospital are met and are in accordance with criteria set out under DDA regulations.

Take patient drug histories and provide advice on the dosage of medicines and the most appropriate form of medication, for example, tablet, injection, ointment or inhaler; Check prescriptions to make sure there are no errors and that they're appropriate and safe for the individual patient;

Review prescriptions from doctors to ensure accuracy, to ascertain the needed ingredients, and to evaluate their suitability for the patient.

Provide information and advice about drugs, their side effects, correct dosage, and proper storage.

Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients, if applicable

Reports prescription errors immediately and adheres to company policy regarding medication incidents.

### **Quality Management**

Participating in the monthly QMS meetings, presenting activities and metric outcomes to review and assess compliance, developing and implementing remedial activity plans, as needed, and activities for quality improvement.

Consult with other health care professionals and conducts research as necessary to ensure all services provided are in the best interests of the patient and conform to established

professional standards and applicable laws.

Ensure all staff are aware of company procedures for dealing with dispensing incidents, actions to be taken and documentation to be completed in the timeframes as specified.

Plan, implement, or maintain procedures for mixing, packaging, or labelling pharmaceuticals, according to policy and legal requirements, to ensure quality, security and proper disposal, prepare and quality-check sterile medications, for example, intravenous medications, compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients.

Develop and implement guidelines and procedures for drug use within the hospital.

Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.

### **Financial Management**

Prepares and administers the Pharmacy budget.

Ensuring that appropriate stock levels are maintained, including keeping stock records and carrying out stock checks.

Placing and following up orders within departmental policy, checking deliveries (invoices and keeping financial records).

Provides clinical pharmacy services and advice to ensure safe and cost effective prescribing and drug expenditure control.

### **Staff Management**

Oversees the work of Pharmacy staff that assist in the dispensing of medical prescriptions.

Monitors daily activities and manages work schedules to ensure that quality and customer service standards are maintained.

Participate in hiring, training, and evaluation of new employees in the department.

Ensure the capability of the pharmacy team is continually developing in line with expected Hospital and professional standards

## **Health and Safety**

Maintains safe and clean working environment by complying with safety procedures, rules and regulations.

Protects patients and employees by adhering to infection control policies and protocols.

Follows hospital policy when disposing of expired drugs, labeling and handling of all materials.

Ensure that the Controlled Drugs Register is maintained in accordance with statutory requirements and that all company procedures for controlled drugs handling within the pharmacy are followed.

## **Other Duties**

Please note that the duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities and activities may change at any

time with or without notice as needed by the Hospital within the scope of departmental needs.

## **Qualifications, Skills & Essential Experience:**

Completed a degree in Pharmacy from an accredited academic institution.

Registered with Pharmacy and Poisons Board with a valid practicing license.

Minimum 6 years' experience, 2 years in supervisory level, in a busy Hospital facility.

Takes initiative and drives high levels of performance management maintaining a high level of accuracy and detail.

Excellent interpersonal skills including the ability to communicate effectively and work collaboratively contributing to a collegial team environment.

A meticulous and methodical approach with good customer and negotiation skills

Proficiency with general Microsoft Office applications.

Proactive with a meticulous eye for detail and must be able to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness, and work well with limited supervision.

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