

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Pharmacy Technician	3. Salary Level: 13-12/11	4. Division: Pharmacy
5. Reports To: Chief Pharmacist	6. Direct Reports: Pharmacist	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • manage distribution of pharmaceutical orders to all urban and rural area clinics • Produce monthly stock reports for items used in manufacturing unit • Manufacture required medicines advised by pharmacist • Manage prescriptions and drug supplies for dispensing unit • Respond to any drug information enquiry in absence of pharmacist 		

8. Position Overview	
8.1. Financial:	8.2. Legal: Pharmacy & Poisons Ordinance, Public Health Ordinance and Medical ACT
8.3. Internal Stakeholders: <ul style="list-style-type: none"> • Pharmacists • Prescribers (Drs) • Clinic & ward nurses • Pharmacy assistants 	8.4. External Stakeholders: <ul style="list-style-type: none"> • Government Ministries • Development partners • Island Councils • NGOs
8.5 Not To be referred to Manager/Supervisor: <ul style="list-style-type: none"> • Dispense of prescribed drugs • Transfer of medicines within pharmacy storerooms • Ensure right temperature for storerooms • Outpatient drug counseling 	8.6 To be referred to Manager/Supervisor: <ul style="list-style-type: none"> • Order of low stock items • Adjust imprest lists for clinics on mSupply • Overseas ordering of low stock level medicines • Staff conflict • Purchase of items from local suppliers • Human resource issues
9. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH 	

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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- *MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery*
- *Divisional/Departmental/Unit Plan: Curative and Pharmacy*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Produce Stock report for essential medicines 	<ul style="list-style-type: none"> • Produce stock reports for manufacturing unit and other allocated drug categories to Pharmacist on a monthly basis • Ensure right temperature for different medicines storerooms • Guide storeman to using mSupply when moving the items within different locations • Ensure storeman are using stock card system 	<ul style="list-style-type: none"> • Timely and reliability of report • Quality of report • Implementation of stock card system
<ul style="list-style-type: none"> • Minimize stock out for all urban and rural area clinics and hospital wards 	<ul style="list-style-type: none"> • Maintain the imprest lists and order schedules for clinics (rural area - bimonthly, urban area - weekly, hospital wards - weekly) 	<ul style="list-style-type: none"> • clinics/ wards must have imprest list at all times • imprest lists are updated when required • all orders (nurses stock reports) are received on schedule , entered and confirmed on mSupply before delivery
<ul style="list-style-type: none"> • Outpatient dispensing of medicine 	<ul style="list-style-type: none"> • Record (enter in mSupply) all prescriptions received from prescribers on a daily basis • Know how to fix computer minor technical problems to ensure smooth running of dispensing unit • Monitor and record waiting time for all prescriptions received 	<ul style="list-style-type: none"> • All prescriptions are entered in system • Average waiting time for patients is known • Stock transfer always goes through system

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	<ul style="list-style-type: none"> Timely stock transfer from main stores to dispensing unit on a weekly basis 	<ul style="list-style-type: none"> Stock on system for dispensing always match the actual stock
<ul style="list-style-type: none"> Manufacture items that may be required and Manage stock for manufacturing unit 	<ul style="list-style-type: none"> Follow manufacturing procedures when manufacturing medicines required Produce stock report for manufacturing raw materials on a monthly basis 	<ul style="list-style-type: none"> Medicines requiring manufacturing are always available

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> Low stock items Absence of Pharmacist 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> Diploma in Pharmacy Technician OR Form 7 Certificate with more than 5 years as Pharmacy Assistant <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> Computer literate Very friendly to work with Able to accept criticisms from supervisors, prescribers, nurses and patients

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