

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services	<b>3. Salary Level:</b> 15-14	<b>4. Division:</b> Hospital	
<b>2. Position Title:</b> Pharmacy Assistant			
<b>5. Reports To:</b> Chief Pharmacist	<b>6. Direct Reports:</b> (Write No. & Position Title:) Pharmacist/Deputy Chief Pharmacist		
<b>7. Primary Objective of the Position:</b> The primary objectives of the Pharmacy Assistant is to ensure pharmaceutical supplies for clinics and hospital are always ready and distributed on time as per medicine management guideline. Another important objective is to do the physical stock count and monitor movement through mSupply data update for allocated medicines and consumables on a monthly basis.			

<b>8. Position Overview</b>	
<b>8.1. Financial:</b>  <b>8.3. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Administrators for MHMS</li> <li>• Nursing/Doctors/Paramedical Units</li> <li>• Support services</li> </ul> <b>8.5 Not To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• Entry of clinics weekly and bi-monthly stock reports</li> <li>• Schedule orders for outer island clinics</li> <li>• Schedule weekly delivery for hospital wards and TUC clinics</li> </ul>	<b>8.2. Legal:</b> Pharmacy & Poisons Ordinance, Public Health Ordinance and Medical ACT  <b>8.4. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Government Ministries</li> <li>• Development partners</li> <li>• Island Councils</li> <li>• NGOs</li> </ul> <b>8.6 To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• Amending the clinics imprest quantities for medicines and consumables</li> <li>• Change on schedule for preparing orders</li> <li>• Sudden increase use of medicines and consumables</li> <li>• Initiatives and Disagreements on procedures</li> <li>• Distribution report</li> </ul>
<b>9. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>	
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 3. HEALTH</b></li> </ul>	

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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"> <li>• Prepare pharmaceutical orders for clinics and wards</li> </ul>	<ul style="list-style-type: none"> <li>• Receive the orders from clinics</li> <li>• Enter the stock count form clinics reports</li> <li>• Print the suggested invoice and pick the items</li> <li>• Confirm the invoices</li> <li>• Inform packers for delivery</li> </ul>	<ul style="list-style-type: none"> <li>• No stock out in clinics and wards</li> </ul>
<ul style="list-style-type: none"> <li>• Weekly stock transfer within store-rooms &amp; Monthly Stock Count</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer of items within store-rooms when needed</li> <li>• Do a monthly physical count for medicines/consumables and update of mSupply</li> <li>• Highlight/Make Alert on running out items to Pharmacist/Deputy and Chief Pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>• Stock levels on shelf and in system always match</li> <li>• Items are always available</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with promoting Quality Use of Medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Implement hospital &amp; community awareness on quality use of medicines</li> <li>• Weekly check of clinics/wards drug rooms and to verify stock count reports from nurses to encourage/maintain reliable reporting and cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>• Prescribers use medicines responsibly</li> <li>• Consumers/public understand importance &amp; risks of medicines they are given</li> </ul>
<ul style="list-style-type: none"> <li>• Assist Pharmacist</li> </ul>	<ul style="list-style-type: none"> <li>• Dispensing of outpatient medicines</li> <li>• Checking drug sheets for inpatients to encourage signing and proper administration of medicines</li> <li>• Provide counts on drugs used in public health programs (RH, EPI, HIV ...)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Lack of Transport affecting transfer and distribution</li> <li>• Limited space and shelving for proper storage of medicines and consumables</li> <li>• Location of warehouses (two still at Old Hospital location) affecting efficiency of stock transfer</li> <li>• Lack of support from wards/clinics nurses to maintain standard of shelves and keeping up with schedule for stock reports</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Form Six or above</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• More than six months working with dispensing and distribution units in the Pharmacy</li> </ul> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Storage condition for medicines and consumables</li> <li>• Data update on supply</li> <li>• Quantification</li> <li>• supply data maintaining</li> <li>• Stock reporting</li> <li>• Pharmacy policies and guidelines</li> </ul> <p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>• Form Six with Work-experience mentioned above.</li> <li>• Proven committed with good output during work-experience period</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Pharmacy Distribution system</li> <li>• Stock transfer within store-rooms</li> <li>• Handling of vaccines and other heat sensitive medicines</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent computing skills</li> <li>• Good communication skills</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Very Committed</li> <li>• Efficient &amp; Effective</li> </ul>
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- Open minded
- Willingness to tackle challenging duties

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