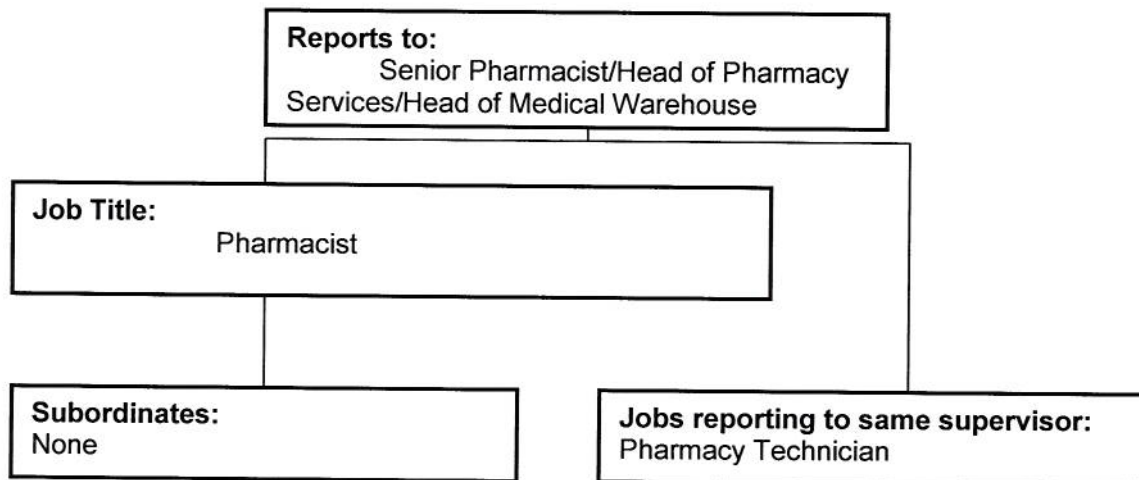


Job Description

قطر للبترول
Qatar Petroleum



Job Title: Pharmacist
Position: Various. Refer organisation charts
Directorate: Directorate of Administration
Department: Medical Services
Division/Unit: Clinical Support Services/Pharmacy Services
Location: Doha, Dukhan, Mesaieed, Ras Laffan, Offshore, Medical Warehouse



Primary Purpose of the Job

- Provision of Pharmaceutical Care.
- Dispensing of pharmaceutical items and issuing of pharmacy devices to QP patients.
- To oversee pharmacy stock related activities.

Principal Accountabilities

1. Provide required pharmaceutical services to offshore and onshore locations in dispensing medicine to patients by ensuring that all necessary steps in the dispensing process are performed correctly as per QP Pharmacy Procedure.
2. To initiate and provide pharmaceutical care services in pharmacy ensuring completion of required documentation as per guidelines for record purposes, e.g. smoke cessation.
3. To function within a multidisciplinary healthcare team in the provision of Pharmaceutical Care for the management of chronic diseases.
4. Ensure timely ordering, receipt, issue and correct storage of pharmaceutical items and recording electronically all inventory transactions.
5. Dispense and supply Control Drugs in accordance with the QP Control Drug Policy and Supreme Council of Health (SCH) requirements. Record and maintain the required documentation. Take responsibility for ensuring the safe keeping of all Control Drugs during operations of the Pharmacy.

Job Description

6. Perform quality control checks as per pharmacy procedure of drugs at time of receipt from the store and to notify the Senior Pharmacist of action required for unsatisfactory items.
7. Prepare, co-ordinate and participate in the annual Pharmacy Stock Take.
8. Prepare expired and damaged stock for disposal by Boom Waste according to QP Pharmacy Policy.
9. Generate the required statistical stock reports. Monitor all system maintenance performed by Pharmacy Technician for accuracy and report any major discrepancies to the Senior Pharmacist.
10. To assist in inventory stock control as applicable in pharmacy and non-pharmacy locations.
11. Supervise Pharmacy Technicians.
12. To assist the QP Pharmacy preceptor with the training of Pharmacy and Pharmacy Technician students.

Knowledge, Skills & Experience

Education:

- Bachelor in of Pharmacy as per Supreme Council of Health (SCH) requirement (**essential**).

Experience and Other Skills:

- Minimum 3 years after graduation experience as a Pharmacist in primary, secondary or tertiary healthcare institutions (**recommended**).
- Fluency in English language (written and spoken).
- Must obtain and maintain a license to practice in the State of Qatar (**essential**).
- Basic Life Support (BLS) and AED (**essential**).
- Computer Literacy (**essential**).

Contacts

- Regular contact with patients during the process of dispensing in order to identify if correct patient, convey patient advice on the medication and provide answers on queries.
- Supervision of the Pharmacy Technician in all work related matters and according to requirements of Senior Pharmacist.

Problem Solving

- Recognize potential problems which could impact on the performance of the Pharmacy and to report immediately to the Senior Pharmacist Officer, i.e. constraints on manpower, physical restrictions in workplace, work flow and clinical problems.
- To report incidents according to the prescribed procedure, i.e. a dispensing incident or patient incident, system malfunction and refrigeration.

Decision Accountability

- Accountable for the required level of performance in the pharmacy and dispensing and for timely and accurate documentation of all incidents as per approved procedure. Decide on allocation of work responsibilities, duty roster and on clinical issues while dispensing.
- Responsible for the supervision of Pharmacy Technician(s) on shift.

Job Description





Budget Dimensions

- None

Special Features

- Handling of some chemicals.
- Occasional exposure to communicable diseases and to the risk of contracting contagious conditions.
- May be required to do work onshore and offshore.
- Valid Qatari Drivers' License (**preferred**).

Prepared by		Date	21/03/2011
Reviewed by Job Holder		Date	
Reviewed by Supervisor		Date	
Approved by		Date	