

**NETCARE**

Vacancy

Closing date: 19.10.23

Role profile

Role title	Pharmacist Assistant – Qualified Post-Basic
Division	Hospital
Location	Netcare Lakeview Hospital – Benoni
Reporting structure	Pharmacy Manager

Role summary

The incumbent will be responsible for the provision of medication and supplementary services to patients and members of the healthcare team under the supervision of a registered Pharmacist. The Pharmacist Assistant will also assume responsibility for meeting patients needs in a responsible, satisfactory and cost-effective manner.

Key work output and accountabilities

- Be active in the monitoring and improving Internal Customer Service Survey
- Assist and offer advice on the usage, side effects, contra-indications, drug interaction and proper storage of medication to patients and other members of the healthcare team.
- Advise and provide information regarding general health matters, including the effective use of medicines, treatment for general diseases, primary health care, screening services, essential medication, mother and child healthcare services, family planning and immunisation
- Dispensing of prescriptions (hospital and retail) under the supervision of a registered Pharmacist and capturing thereof.
- Assist with the sale of the schedule 1 and 2 medicines or scheduled substances
- Assist with the compounding, manipulation or preparation of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist
- Assist with the manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved by the responsible pharmacist
- Re-packing of medicine
- Distribution and control of stock of schedule 1 to 6 medicines or scheduled substances
- Ordering of medicine and scheduled substances up to and including schedule 6 according to an instruction of the person authorised in terms of the Medicines Act to purchase or obtain such medicine or scheduled substance

- Reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by the pharmacist
- Monitor and reduce Cost Per Event within the Hospital environment
- Ensure cost containment of drugs in example: special motivation drugs, duration of treatment and generic substitution
- Monitor Managed Healthcare Variances in per diem contracts.
- Increase generic usage of commonly used products (including antibiotics, CVS drugs etc) within the hospital
- Plan and implement Public Health awareness campaigns, such as Breast Awareness Week, Heart Week, and Pharmacy Week etc.
- Manage all Total Parenteral Nutrition queries and orders where and when required
- Supervise and control the acquisition, storage, dispensing, handling and packaging of medicines to ensure safety, efficacy and quality thereof.
- Assist with all aspects of ethical stock control including: re-ordering of stock, unpacking of stock, maintaining dedicated stock areas for organisation and expiry dates.
- Conduct cyclical counts and full stock takes and preparation thereof
- Processing of stock for internal departments and inter-clinic sales
- Assist in the management of stock in accordance to Netcare Stock Management policy with special emphasis on designated stock areas
- Update doctors and wards with regards to out of stock situations and offer alternatives
- Do monthly pharmaceutical audit in allocated wards
- Ensure that appropriate advice (ranging from new products to updated regimens) is available timeously to meet the needs of healthcare professionals and patients
- Make use of Drug Information Centres (e.g. Medicine Information centre and Pharmnet Amayeza)
- Make use of Research websites (e.g. MEDLINE, EMBASE) / Medical Journals (e.g. PubMed, via Intranet) via Clinical Software
- Cater for the needs of the hospital staff and patients and the specialized scope of practice, e.g. oncology medication, renal transplant medication, emergency clinical pharmacy, etc.
- Document and complete all queries, whether received in writing or telephonically with minimal delay.
- Each individual is responsible for their own compliance to regulations as set out by the SA Pharmacy Council.
- Implement and maintain Antibiotic Stewardship Programme within the hospital environment
- Comply and participate with Best Care Always Programme and DVT & AMI Clinical Leadership Pathways, within the hospital environment
- Maintain liaison relationships with medical and nursing staff by providing timely information pertaining to pharmaceutical supplies, drug usage, compatibility etc.
- Actively participate as a member of a team to achieve goals
- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge

- Keep up to date with Netcare's evolving policies and procedures
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.
- Create and maintain a positive environment where the differences of others are recognized, understood, and valued, so that all can reach their full potential and maximize their contributions.
- Develop collaborative relationships to help accomplish work goal.

Skills profile

Education

- Grade 12 / Matric
- Registration with the South African Pharmacy Council as Post Basic Pharmacist Assistant
- A relevant post basic pharmaceutical qualification

Work experience

- 2 years' experience in a Hospital and Retail pharmacy environment

Knowledge

- Familiar with standard concepts, practices and procedures of Netcare

Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.

Values and behaviours

Netcare values	At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We
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	<p>care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity. • I always practise proper hand hygiene to show my care. • I always engage to show my compassion. • I always say thank you to show my appreciation. • I always embrace diversity to strengthen inclusivity and belonging.

Application process

Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Puseletso.Motloun@netcare.co.za

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

