

**NETCARE**

# Vacancy

Closing date: 03.10.2023

## Role profile

Role title	Pharmacist Assistant – Post Basic Qualified x2
Division	Netcare Hospitals
Location	Netcare Milpark Hospital
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 patient's needs in a responsible, satisfactory and cost-effective manner.

## Key work output and accountabilities

- Dispensing of medication under the direct supervision of a pharmacist
- Advisory and information service/ primary health care services under the supervision of the pharmacist, stock control, communication and compliance.
- All administrative and reporting functions on Unisolve and SAP
- Assist pharmacists in all aspects of dispensing, procurement and ethical stock control
- Assist and offer advice on the usage, side effects, contra-indications and storage of medication to patients and other members of the healthcare team under direct supervision of pharmacists
- Involvement in all aspects of cyclical and full stock-take processes
- Keep updated with new developments in pharmaceutical field
- Capture retail prescriptions and TTO's
- Management of designated stock area
- Prescription interpretation and dosage label production
- Follow up on outstanding medication owing to patients timeously
- Implementation and maintenance of an Antibiotic Stewardship Programme within the hospital environment.
- Development and implementation of quality improvement programmes in areas of clinical significance e.g. medication errors.

- Effectively communicate with patients , pharmacists, ward staff and internal departments and handling of queries
- Perform any other duties assigned by the Assistant Pharmacy Manager/ Pharmacist

## Skills profile

### Education

- Grade 12 or an equivalent NQF Level 4 Qualification
- Pharmacist assistant post basic qualification (registered with the South African Pharmacy Council)

### Work experience

- Minimum of 1 – 2 years' work experience in work a private hospital environment.
- Computer literate with sound knowledge of Unisolve, including Unisolve Administrative Function
- SAP experience will be advantageous

### Knowledge

- Knowledge of Pharmacy business operations.
- Knowledge of surgical and ethical pharmaceutical products.
- Knowledge and experience of a pharmaceutical stock control system.
- Ability to work under pressure
- Ability to function independently
- Ability to work flexible shifts when necessary to suit department

### Non-Managerial / Specialist Skills

Coaching Others*	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change*	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development*	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.

Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers.  <i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i>
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
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	<p>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 care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families.</li> <li>Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
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## The Netcare way

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:

- 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 show I am not a racist.

## 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 [Milpark.Recruitment@netcare.co.za](mailto:Milpark.Recruitment@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 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 used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment 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 retain your CV and other information provided on our electronic system. 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.

