

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry:

Health and Quality of Life

Post:

Principal Pharmacy Dispenser

Salary:

Rs 19,400 x 600 – 20,000 x 800 – 23,200 (09 53 58)

Effective Date:

13 August 2007

Qualifications:

By promotion, on the basis of experience and merit, of officers holding a substantive appointment in the grade of Pharmacy Stores Manager who reckon at least eight years' service in the Pharmacy Dispenser Cadre and who have a high sense of responsibility and can lead and motivate a team of officers.

Duties:

1. Under the general direction and supervision of the Senior Pharmacist and the Pharmacist, to be responsible to the head of the institution concerned and ultimately to the Chief Pharmacy Dispenser for:-
 - (i) compounding of drugs, evaluation of supplies/drugs as per Procurement Practice and perform other related technical duties;
 - (ii) advising doctors on the choice of drugs;
 - (iii) organising, co-ordinating and supervising the work of subordinate staff in the health institution and its annexes;
 - (iv) exercising control over the order, issue and stock of drugs in all health institutions within his catchment area;
 - (v) preparing and submitting monthly returns on the consumption and stock levels of drugs, medicines, sera, vaccines, sterile products and surgical dressings;
 - (vi) making arrangements for and ensuring the maintenance and repairs of pharmaceutical equipment, plants and fixtures;
 - (vii) ensuring proper record keeping of receipts and issues of expensive drugs and exercising control thereon;

/2..



CERTIFIED CORRECT

RRue

.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 13 AUG 2007

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-2-

- (viii) exercising control on drugs bearing an expiry date and ensuring that these drugs are used within their shelf life;
 - (ix) withdrawing from circulation expired drugs and drugs reported to have given rise to adverse reactions and reporting thereon to the head of the institution, the Director, Pharmaceutical Services, the Chief Pharmacy Dispenser, the Principal Pharmacist, the Senior Pharmacist and the Pharmacist;
 - (x) ensuring general tidiness and proper storage in the pharmacy as well as in the dispensing sections of the annexed health institutions;
 - (xi) in the absence of the Senior Pharmacist and the Pharmacist, liaising with doctors in respect of problems arising in the execution of prescriptions and availability of drugs and medicines;
 - (xii) liaising with the Central Supplies Division to ensure the continuity of supply of drugs, medicines, sera, vaccines, surgical dressings and sterile products in the health institution and its annexes;
 - (xiii) issuing of dangerous drugs against prescription in the absence of the Senior Pharmacist and the Pharmacist;
 - (xiv) ensuring that the staff operate within existing guidelines for good dispensing practice and optimal relations with patients; and
 - (xv) providing training to subordinate staff.
2. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

R. R. R.

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **13** AUG 2007