

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Regional Pharmacy Technician

Salary: Rs 36,200 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(09 067 081)

Effective Date: 19 April 2017

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Principal Pharmacy Technician who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess good leadership, managerial and organising skills; and
- (ii) possess good interpersonal and communication skills.

Role and Responsibilities: To assist and to provide support to the Chief Pharmacy Technician in the effective and efficient management of the Pharmacy Services.

- Duties:**
1. To be responsible to the Regional Health Director for the performance of the following duties –
 - (i) to coordinate the work of all staff for the smooth running of the Pharmacy Services of the Regional Hospitals, Medi-Clinics, Community Health Centres and Area Health Centres within the catchment area of a Regional Hospital;
 - (ii) to ensure that –
 - (a) adequate manpower is deployed at different health outlets of a particular region and that service is delivered in an effective manner;
 - (b) strict control is exercised on the supply of expensive and dangerous drugs listed at Schedule III of the Dangerous Drugs Act and to supervise inventory of such drugs; and
 - (c) all pharmacies of the catchment area are provided with proper equipment and infrastructure for efficient safekeeping of drugs.

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*for Senior Chief Executive
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- (iii) to carry out regular visits and inspections to hospitals, Area Health Centres, Community Health Centres and Medi-Clinics, within the catchment area and submit reports accordingly, with a view to –
 - (a) monitoring the quality of Pharmacy Services offered;
 - (b) indenting and controlling stock of drugs;
 - (c) ensuring the optimal use of drugs and pharmaceutical products; and
 - (d) eliminating wastage and ensuring that proper records are being kept.
 - (iv) to compile and submit annual estimates of pharmaceutical products and to report any change in the trend/pattern of drug consumption so as to enable judicious procurement exercise for drugs and other pharmaceutical products;
 - (v) to liaise with the Central Supplies Division, the Regional Hospitals, the Chief Pharmacy Technician and any other stakeholder concerned to ascertain replenishment of drugs in a timely manner and avoid any stock out;
 - (vi) to provide technical advice to staff operating in pharmacy sections of hospitals, Medi-Clinics, Area Health Centres and Community Health Centres on the receipts and issues of proper drugs in terms of generic names, dosage forms, strength, expiry date and storage condition; and
 - (vii) to share, on a daily basis, information regarding availability, slow moving and dormant drugs and ensure redistribution among health institutions of the catchment area.
2. To provide training to subordinate staff.
3. To act as chairperson/member of committees and subcommittees on drugs, as and when required.

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4. To use ICT in the performance of his duties.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Regional Pharmacy Technician in the roles ascribed to him.

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