

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Principal Pharmacy Technician
- Salary:** Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 48,275 (09 60 72)
- Effective Date:** 03 October 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers holding a substantive appointment in the grade of Pharmacy Stores Manager who –
 - (i) reckon at least eight years’ service in the Pharmacy Technician Cadre;
 - (ii) have a high sense of responsibility; and
 - (iii) can lead and motivate a team of officers.
- Duties:**
 1. To be responsible to the Health Director through the Pharmacist/Senior Pharmacist for –
 - (i) compounding of drugs, evaluation of supplies/drugs as per Procurement Practice and performing 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 Institutions of the Rodrigues Regional Assembly;
 - (iv) exercising control over the order, issue and stock of drugs in the Health Institutions of the Rodrigues Regional Assembly;
 - (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;

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M. A. ...
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 03 October 2014
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-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 Health Director and the Pharmacist/Senior Pharmacist;
 - (x) ensuring general tidiness and proper storage in the pharmacy as well as in the dispensing sections of the Health Institutions of the Rodrigues Regional Assembly;
 - (xi) liaising with doctors in respect of problems arising in the execution of prescriptions and availability of drugs and medicines whenever required;
 - (xii) liaising with the Central Supplies Division/Central Stores of the Rodrigues Regional Assembly to ensure the continuity of supply of drugs, medicines, sera, vaccines, surgical dressings and sterile products in all the Health Institutions of the Rodrigues Regional Assembly;
 - (xiii) issuing of dangerous drugs against prescription in the absence of the Pharmacist/Senior 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 use ICT in the performance of his duties.
3. 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 Principal Pharmacy Technician in the roles ascribed to him.



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*for Senior Chief Executive
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