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| **Support Pharmacist** |
| **Job Description**  |
| **Areas of Responsibility:** * To support and assist the pharmacy management in the efficient running and professional pharmaceutical services for all customers.
* To support the growth and development of the pharmacy business and profitability.
* Ensure the highest possible standard of technical support to pharmacy teams through continuing education and professional development.
* To read and complete all Standard Operating Procedures (SOPs) and to adhere to their procedures within the pharmacy.
* Ensure job responsibilities reach the required standards within a 3 to 6-month period during your probation.
* To follow instruction from the management team and do so to the standards expected in the pharmacy.
* Ensure tasks are completed in a timely manner in line with other employees within a similar role.
* To complete all required training organised by the company for health & safety purposes.
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| **Responsible to:** Pharmacist /Area Manager/Company Director. |
| **Responsible For**: All employees on your team in pharmacy as directed by Management |
| **Task:** Assist and support the Supervising Pharmacies with:* Manage the pharmacy in the absence of the Supervising pharmacist in charge.
* Co-ordination of dispensary and OTC duties.
* Supervise and dispense of prescriptions and sale of medicines.
* Maintain relevant records e.g. (Daily RX Audit, Controlled Drugs, Methadone etc.)
* Keep up to date with professional knowledge and ensuring continuous education is maintained.
* Ensure end of month claims are done on time and accurate.
* Have involvement in staff training and development.
* Ensure all aspects of pharmacy contract are carried out on a daily basis.
* Assist in specific duties and projects as may reasonably be required by management.
* Carry out any other duties as directed by the Company Directors.
* Carry out medication usage reviews periodically.

**Competencies:****People Skills*** **Excellent communication skills** – ensure that you keep up to date with communication meetings in the pharmacy you are working in and attend meetings when you are in the pharmacy. Contribute in the meeting and share ideas on your experience in other pharmacies.
* **Customer Service Skills: -** ensure that the customer gets what they want, listen to customers, and ensure the WWHAM questions are used when selling. Ensure customers are dealt with in a professional manner at all times. Be able to recognise the customer demographics and be able to adapt to situations.
* **Accuracy:**  Ensure a high standard of accuracy is always adhered to.
* **Team player:** - Enjoys work and have a positive impact on colleagues. Work in partnership with the teams across the company.
* **Planned & Organised:** Ensure there is a plan in place to carry out duties and ensure a good handover is left for Pharmacist/Manager.
* **Adaptable:** Be able to adapt to situations and be able to manage jobs in a coping and orderly fashion.
* **Attitude:** Is flexible and has an “can do” attitude.
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| **Employee Signature:** |
| **Date:** |