

29th July 2022

Ref: BCH/HRM/07/2022/PA

JOB ADVERT -PHARMACY ASSISTANT

Applications are invited from suitable job seekers to fill up the following position of **Pharmacy Assistant** at Bwindi Community Hospital.

Job Purpose: To assist in managing the safe storage, quality preparation, and rational use of drugs, medicines and health supplies in the Hospital.

Responsible to: Head of drug stores/Pharmacy.

Responsible for: All staff requesting from drug stores/pharmacy.

Key Functions

- Maintaining stock of prescription medications and informs staff of inventory needs.
- Dispensing prescription medication and other medical products to patients.
- Counting drugs and preparing prescriptions for patients as directed.
- Performing administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory.
- Monitoring prescription-filling process to ensure compliance with relevant regulations and pharmacy policies
- Liaising with healthcare providers and patients to obtain correct prescription information
- Answering patients' questions about their medications under the supervision of senior staff.
- Taking inventory of drugs on hand and records results
- Placing orders for additional drugs as directed by the pharmacist

Qualifications, Experience, Knowledge & Skills

- Certificate in Pharmacy, Certificate in Pharmaceutical and Health supplies management or related field is required
- Registration with Allied Health Professionals Council is required
- 1 year of experience in a community or hospital pharmacy
- Knowledge of ERP systems/Rx solution
- Knowledge in medicine dispensing and regulations
- Must have at least a credit 6 in **mathematics** at **ordinary level**.
- Knowledge of drug regulations.
- Must be able to consciously uphold hospital core values

1. Application process:

Applications with an updated CV addressed to the “**Human Resource Manager,**” Bwindi Community Hospital, P.O. Box 58 Kanungu” should be submitted electronically as one attachment only in portable documents format (pdf) indicating the name and position applied for in the subject line to email address “**secretarybwindihospital@gmail.com**”and copied to “**hrbwindihospital@gmail.com**” not later than **6th August, 2022**