

**PHARMACEUTICAL TECHNOLOGIST – GRADE KPC 7 Job Ref No.
KPC/ADVT/04/2020**

a) Job specifications

- i. Dispense prescribed drugs/medicine by practitioners at the Company Staff Clinic and provide necessary information/advice to patients about drugs and usage.
- ii. Provide periodic information on availability and stocks levels of various drugs to the Clinical Officer.
- iii. Ensure accurate dispensing of prescriptions
- iv. Maintain an inventory of prescriptions and all medications in the pharmacy in the SAP system
- v. Respond to any questions and concerns about prescribed drugs, including questions regarding possible side effects or interactions among various drugs
- vi. Advice about the patient's diet, exercise, or stress management in relation to prescription drugs
- vii. Maintain patient confidentiality in relation to the dispensed medications.

b) Person Specification

- i Diploma in Pharmacy from a recognized Institution.
- ii Minimum four (4) years' experience.
- iii Membership to a relevant professional body e.g. Kenya Pharmacy Association.
- iv Registered with a valid license by Pharmacy and Poisons Board (PPB).
- v Proficiency in Computer applications.
- vi Demonstrated competence in work performance.

c) Key Skills and Competencies

- i Effective communication and interpersonal skills.
- ii Ability to work as part of a team
- iii Ability to maintain confidentiality of information obtained in the course of work.
- iv Comprehensive knowledge of pharmacy and drugs.
- v Ability to take personal responsibility for dealing with patients' issues and concerns.
- vi Makes self fully committed and available to deal with patients' issues.
- vii Ability to maintain professional status and keep abreast with evolving trends in pharmacy through continuing professional education programs.