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## **POST-BASIC PHARMACIST ASSISTANT ONE (1) YEAR FIXED TERM CONTRACT GROOTE SCHUUR J52, OBSERVATORY**

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

Post-Basic Pharmacist Assistant: your primary role will be to assist the responsible pharmacist in managing the pharmacy according to South African Pharmacy Council (SAPC), Medicines Control Council (MCC), National Institutes of Health (NIH), Good Clinical and Good Pharmacy Practice Guidelines (GCP and GPP).

### **Minimum Requirements:**

- Post Basic Pharmacy Assistant certification with 3-5 years' experience as a Post Basic Pharmacist Assistant
- Registration with the South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant and Indemnity Insurance
- 1-2 years clinical trials experience
- 1-2 years' experience with aseptic injection and/or infusion preparation
- Good Clinical Practice (GCP) Certificate
- Good Computer literacy (Ms Office)
- Good decision making and problem solving
- Excellent verbal and writing communication skills
- Good planning and organising skills

### **Advantageous:**

- Human Subjects Protection certificate

### **Responsibilities:**

#### **Pharmacy Regulatory Compliance**

- Assist Pharmacy Manager with implementation and maintenance of Pharmacy Standard Operating Procedures and Establishment Plans according to international regulatory standards as specified by multiple research agencies
- Ensure the pharmacy is run according to South African pharmacy and research ethical standards.
- Maintain pharmacy temperature conditions and continuous temperature monitoring
- Maintain restricted access control to the pharmacy
- Assist with pharmacy quality assurance and quality control processes

### **Investigational Product (IP)**

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PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka;  
Mr K Osborne; Mr R Appelbaum

[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

- Maintain randomization (blinding / unblinding) of participants in order to prevent research bias and maintain participant confidentiality
- Verify that Informed Consent has been signed by participant as per study and Pharmacy SOP requirements.
- Maintain adequate stock of IP as per protocol requirement
- Receive IP from supplier – document receipt and resolve discrepancies
- Store IP under correct conditions at the site
- Label IP prior to dispensing under the supervision of a Pharmacist
- Dispense IP as per specific protocol requirements under the supervision of a Pharmacist
- Receive and reconcile IP returns
- Store IP (used and unused) on site until monitor confirms IP accountability
- Dispose of used IP as per sponsor requirements under the supervision of a Pharmacist
- Return unused IP to supplier for storage until IP destruction permitted
- Perform QC on all study product dispensed
- Perform QA on all IP and study documentation
- Check IP and Pharmacy files prior to monitoring visits
- Participate and assist in monitoring visits
- Participate and assist in funder regulatory and compliance audits

#### **Family Planning, Sexually Transmitted Infection medication and general con-med management**

- Assist with procurement of pharmaceuticals required by the pharmacy
- Receive medication from supplier – document receipt and resolve discrepancies
- Store medication under correct conditions at the site
- Dispense medication as per pharmacy regulations under the supervision of a Pharmacist
- Maintain stock control over pharmaceuticals
- Maintain record of dispensed medication
- Dispose of pharmaceuticals under supervision of pharmacist
- Monthly reports sent to DoH

#### **Record Management**

- Maintain IP accountability records in accordance with the standards required by the SAPC, MCC, ICH-Good Clinical Practice (GCP) and other research regulations.
- Maintain prescription records against which IP is dispensed
- Maintain Pharmacy sections of the Research Site Files
- QA and QC checks on completed pharmacy documentation for studies as per Pharmacy Quality Management plan
- Capture data on Pharmacy systems and any other related systems
- Capture all required data on Tier.net

#### **Other duties**

- Perform any other related duties as assigned

#### **Values fit: Passion Innovation Progress Integrity Respect Excellence**

Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees in a single PDF file by 8<sup>th</sup> December 2023. Incomplete applications will not be considered.

**Visit the DTHF Career page to view the advert DTHF-0100 and apply: [DTHF Career Page](#)**

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

*I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.*

*I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.*

*This job may be removed before it expires.*

*If you have not heard from us within four weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website.**