

NOTES

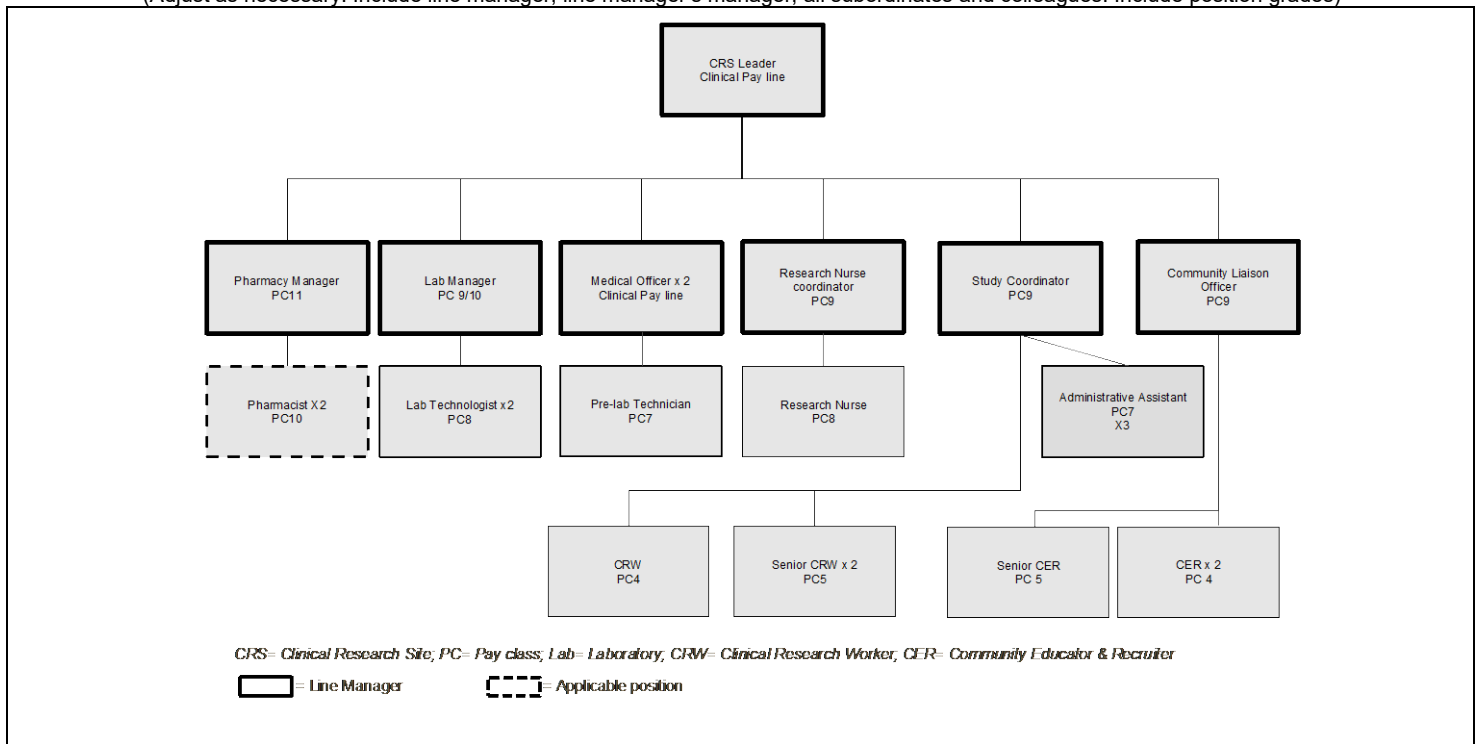
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Pharmacist		
Job title (HR Business Partner to provide)	Pharmacist		
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	IDM: VUKA		
Division / section	Meintjes Group		
Date of compilation	21Nov2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide trial and concomitant medication to participants enrolled in clinical trials and studies according to national and international laws and regulatory requirements, as well as to assist the Pharmacy Manager in maintaining a compliant facility.

This is a full-time post based 100% at the Vuka Research Clinic in Khayelitsha.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Medication preparation, dispensing, administration	60%	<ol style="list-style-type: none"> 1. Prepare and dispense according to prescription all trial and concomitant medication. 2. Administer injectable medications. 3. Counsel participants regarding trial medication including on required storage and possible side effects. 4. Monitor compliance and counsel accordingly. 5. Complete required documentation pertaining to above. 	<ol style="list-style-type: none"> 1. Trial participants receive medication on time according to protocol and clinical plan. 2. Participants adherence to trial medication is optimised. 3. Source documentation and clinical notes are complete and audit ready.
2	Management of pharmacy medication and operations	20%	<ol style="list-style-type: none"> 1. Assist Pharmacy Manager with: <ul style="list-style-type: none"> • Management of trial medication including ordering, receipt, quality checks, storage, and accountability. • Liaising with pharmacies in other health care facilities to ensure adequate stocks of concomitant medication. • Concomitant medication orders. • Quality activities in the pharmacy. • Maintaining the pharmacy space, equipment, and temperature monitoring systems. • Maintaining documentation pertaining to above as required by the sponsor and GCP. 	<ol style="list-style-type: none"> 1. Pharmacy is optimally stocked for all trials and clinical management. 2. Pharmacy space and equipment is compliant and functional. 3. Pharmacy source and essential documents are accurate and audit ready.
3	Meetings and administration	10%	<ol style="list-style-type: none"> 1. Attend site level daily and monthly meetings to: <ul style="list-style-type: none"> • Give input on clinic short- and long-term planning. • Report back on pharmacy operations, raising concerns early. 2. Partake in site-level administrative tasks and support Pharmacy Manager with pharmacy administration. 3. Attend sponsor required meetings. 	<ol style="list-style-type: none"> 1. Pharmacy staff are aware of short- and long-term clinic operations. 2. Clinic operations run effectively and smoothly. 3. Administrative load is shared among senior positioned staff. 4. Pharmacy is up-to-date with sponsor requirements and plans.
4	Training	10%	<ol style="list-style-type: none"> 1. Attend site-level, sponsor, and institutional trainings as required. 2. Train clinic staff in the correct management of trial medication where needed. 	<ol style="list-style-type: none"> 1. Pharmacy staff conduct is in-line with site, sponsor, and institutional level requirements. 2. Trial medication is managed appropriately beyond the pharmacy.

MINIMUM REQUIREMENTS

Minimum qualifications	BPharm			
Minimum experience (type and years)	1 year post community service experience as a practicing pharmacist Research experience (advantageous)			
Skills	Accuracy in dose calculation with excellent mathematic skills Interpersonal and communication skills to deal with research time and required research milestones. Management skills ensuring good pharmacy workflow. Ability to multitask when more than one study is ongoing and ability to prioritize. Aware of general drug reactions and make decisions about dispensing of all medication. Computer proficient (required) Vaccine preparation (advantageous)			
Knowledge	Good Pharmacy Practice (GPP) and Good Manufacturing Practice (GMP) Clinical knowledge of STI, HIV and TB management			
Professional registration or license requirements	Current registration with the South African Pharmacy Council: designation as a practicing pharmacist.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Current certification in South African with Good Clinical Practice (SA-GCP) Personal professional indemnity Current certification in ICH GCP/HSP (advantageous) Injection administration experience (advantageous)			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Accuracy	2	Excel, word, email	2
	Precision	2	Good communication	2
	Ability to project and forecast	2	Good Interpersonal skills	2
	Planning	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Preparation, dispensing all medications.
Amount and kind of supervision received	Pharmacy Manager (direct line) supervises pharmacy management. Site Director supervises resourcing.
Amount and kind of supervision exercised	Manages dispensing decisions.
Decisions which can be made	Stock-level adjustments.
Decisions which must be referred	Financial, deviations, unblinding, planned deviations.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Purchasing office, UCT CTU.
External to UCT	HVTN, pharmaceutical companies, community pharmacies and government clinics