



CIRCULAR MEMORANDUM NO. 21 OF 2024

MY REF: STAFF/GEN/13/09/24 (38) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – TWO (2) POSITIONS OF PHARMACIST, PLACENCIA POLYCLINIC, SOUTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 15th April 2024

Applications are invited from suitably qualified persons to fill **Two (2) positions of Pharmacist, Placencia Polyclinic, Southern Health Region.**

1. ACCOUNTABILITY OBJECTIVE:

The Pharmacist is responsible for the day-to-day managing and coordinating the activities related to preparing, dispensing, and reviewing medications prescribed by health care providers, proper labelling, storage and similar activities.

The Pharmacist is required to develop, implement and monitor the policies, standards and strategies relating to pharmacy that guides the overall effective and efficient management of the Ministry. Such policies and standards should support the management decision making process and allow for better coordination of roles and responsibilities of the Pharmacy Unit. Additionally, the pharmacist leads in the reviewing of prescriptions, assessing the strength or purity of medications, planning, implementing and maintaining of procedures for mixing, packaging, and labelling pharmaceuticals, to name a few.

The Pharmacist is expected to foster teamwork and display the communication skills required to interact with stakeholders, colleagues and subordinates and is conducive to motivation toward productivity and success in the achievement of set goals and objectives.

2. ANALYSIS OF POSITION

II. Essential Duties and Responsibilities

1. **REVIEWS** prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability. Provides to patient information and advice regarding side effects, dosage, and drug interactions and proper medication storage.
2. **ASSESSES** the identity, strength, or purity of medications. Compounds and dispense medications as prescribed by doctors and dentists by calculating, weighing, measuring, and mixing ingredients, or overseeing these activities.
3. **SUPERVISES** the work results of support personnel i.e., Pharmacy Assistant in training (interns), in order to provide an optimal and safe level of service to patients.

4. **ENSURES** the Maintenance of records such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, and registries of poisons, narcotics, and controlled drugs.
5. **PLANS**, implements, and maintains procedures for mixing, packaging, and labeling pharmaceuticals according to policy and legal requirements to ensure quality, security, and proper disposal.
6. **ORDERS** and purchases pharmaceutical supplies, medical supplies, and drugs, maintaining stock and storing and handling it properly.
7. **COLLABORATES** with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics.
8. **CONSULTS** with doctors and other health care professionals about prescriptions for specific patients, when necessary to ensure that client receives best service possible.
9. **MAY**, analyze prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.
10. **ENTERS** data into the computer application system, records prescriptions, purchase orders, stock orders, requisitions, and disbursements.
11. **ADVISES** patients about general health topics, such as diet, exercise, and managing stress, and on other issues, such as what equipment or supplies would be best to treat a health problem.
12. **MAINTAINS** current registration, studies existing and new legislation, anticipates legislation, and advises management on needed actions.
13. **ENSURES** the maintenance of safe and clean working environment by ensuring compliance with procedures, rules, and regulations.
14. **PREPARES** the annual Unit Work Plan by establishing the strategic goals to be achieved and activities to be executed, in consultation with relevant officials to ensure the effective management and delivery of pharmaceutical services.
15. **MONITORS** the completion of mid-year and End-of-Year performance appraisal reports for all Ministry/Department staff based on each officer's incremental date and provide supervisors with timely reminders.
16. **PERFORMS** other related duties or tasks as assigned.

II. QUALIFICATION AND EXPERIENCE

Recognized Bachelor Degree of Pharmacy and be a Registered Pharmacist of Belize (Chemist and Druggist Certificate).

III. COMPETENCIES/SKILLS

- Specialized training in policy and planning formulation, institutional effectiveness and implementing initiatives.
- Specialized proficiency in the use of computer applications for pharmacy applications, word processing, spreadsheet and related programmes.
- Specialized training in chemical mixology for pharmaceutical use.
- Strong analytical skills, ability to think critically, strong numerical skills, attention to detail, problem-solving to name a few.

3. REPORTING RESPONSIBILITY

The Pharmacist will report to the Medical Chief of Staff.

4. CONDITIONS OF SERVICE

The conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

5. SALARY

Government of Belize pay scale 16 of \$30,171 x 1310 - \$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Monday, 29th April 2024.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers