Calcutta Rescue

VOLUNTEER PHARMACIST
Job Description
Updated by Monika Faißt 2016

Summary

The volunteer pharmacists should spend part of their time in the Central Pharmacy for supervising and supporting the routine work of the Pharmacy staff and recording any new donations received. The rest of the time should be spent on clinical projects or in the Calcutta Rescue Office. She/he should be able to manage a varied workload consisting of managerial and clinical duties and be able to delegate suitable work to the pharmacy assistants, the stock keeper and to short-term volunteers as appropriate.

Responsibilities

1. Duties at the Main Pharmacy

- Supervise pharmacy staff in cross checking and packing the clinic medicine orders prior to delivery to the clinics
- Controlling medicine levels and drug storage conditions/ensuring that no expired medicines are sent to the clinics
- Assisting with the maintenance and improvement of operation systems, cost systems, documentation, general procedures and overall pharmacy operations
- Being involved in ordering special drug / medical items
- Answering any queries medical or pharmacy staff may have
- Handling of drug donations (s. below)
- Liaising with the office and providing necessary information
- Assist in the tendering process of medicines

2. Evidence based medicine and UpToDate

- UpToDate: providing monthly feedback on usage, accessibility, and content in the private community on GHDonline; yearly renewal/prolongation of the access to UpToDate
- Ensuring/controlling the regular update of the offline used versions of UpToDate
- Education of doctors on evidence based medicine and on the use of UpToDate

- Encouragement of evidence based medicine and expansion of digital clinical resources

3. Training

- Regular education courses on pharmacology / pharmacy related topics for medicine table staff, interpreters and other staff
- Advising / training new long-term volunteer pharmacists and update the pharmacist handover and job description accordingly

4. To carry out the following on behalf of the clinic:

- Supporting/advising the responsible person for supervision/checking of medicine storage conditions/expiry dates/stock books/stock levels at the clinics
- On request - informing doctors / clinic staff about new drugs, new therapy regimes, economical alternatives, different brand names
- Being a source of medicine information for the medical staff
- Assistance in writing up guidelines / procedures for the use of medicines / the management of diseases
- Check of emergency/anaphylaxis boxes and first aid kits in the clinics/vehicles

5. Handling of medicine donations

- Sorting of medicine donations; recording and controlling them, and informing doctors on a regular basis
- Acquiring donations by contacting local and international companies/organisations and writing of thank you letters
- Informing the Finance Manager of value of received donations

6. Meetings / Office

The pharmacist should attend the following meetings:

- Doctors' Meeting – first Friday of every month 2.00pm – Tala Park Clinic
- Medical Audit Committee Meeting – first Wednesday after the Doctors' Meeting 2.00pm – Calcutta Rescue Office
- 6-monthly pharmacy table meetings with the Pharmacy Store Keeper, Doctor in charge of the clinic to resolve any ordering issues in each of the 4 clinics
- Volunteers' Meeting – to be announced by the administrator / volunteer coordinator
- Any other meeting on request
- Providing pharmacy section of tri-monthly / annual reports

7. Handicrafts

A selection of handicrafts, produced at CR's handicraft project, is available for sale at Fairlawn Hotel, Sudder Street every Thursday evening from 6.00 – 8.00pm. Every volunteer should be there for sale, usually once or twice a month, depending on the number of volunteers.

8. Miscellany:

- The volunteer pharmacist is encouraged to work with the Administrator and Volunteer Coordinator on any new initiatives where pharmacist input or managerial input may be necessary or helpful
- The pharmacist may be requested to write short articles or reports which can then be published on the CR website or in newsletters
- The pharmacist may be requested to support the preparation reviews about patients to donors

On an occasional basis:

- Supervision of a pre-registration pharmacist who is volunteering at Calcutta Rescue as part of his/her pharmacy training
- Checking and updating the CR drug list, list of "Extras", proposals about changes
- Providing / supervising statistics
- To monitor the use of various expensive drugs in each clinic and discuss their use at the Doctors` Meeting
- Deal with any queries on Pharmacy assistant and Stock keeper management and training
- Training and examination of new medicine checkers and medicine table staff

Future projects (dependent on the individual skills and interests of the volunteer)

- Improvement of medical documentation (medical records) at the clinics, evaluation of the possibility to introduce a central documentation system/electronic medical records and according to the results of the evaluation introduction of the new system
- Introduction/development of a system for detection and management of clinical relevant drug interactions
- Pharmaceutical/medical evaluation of treatment regimens at CR
- Preparation of financial reports (outcome of treatment and costs)

Qualifications / Experience / Skills

a) **Essential**
- Qualified pharmacist
- Good spoken and written English skills, as well as medical and business English
- Good organisational and communication skills
- Computer skills (Microsoft Word, Power Point and Excel)
- Ability to answer medical information queries according to evidence based criteria
- Flexibility – the role of the pharmacist can involve new activities and new roles/adaption to the environment in a developing country requires a high degree of flexibility

- High degree of own initiative, engagement and independent working
- Ability to work with others in a multicultural team
- Ability to be pro-active in terms of work creation and assess the unwritten needs of the pharmacy and clinics
- Self-motivated, enthusiastic, resourceful, able to self-reflect on experiences, co-operative, flexible, friendly and willing to accept responsibility
- Sense of humour

b) **Desirable**

- Previous work in a developing country
- Experience as a hospital pharmacist with a clinical pharmacy background or medicines information background
- Previous experience with pharmacy computer packages
- Experience with medical/electronic documentation systems
- Knowledge of Bengali
- Creativity

It is important to know that the first weeks in the job may be challenging, because you should try to find out by yourself what is expected of you.