



## THE NAIROBI HOSPITAL

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### Career Opportunity

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The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2019-2024).

#### **PHARMACIST**

**REF: TNH//HRD /PH/03/2023**

The overall purpose of this job is to dispense drugs to patients including availing required drugs, accurate dispensing and correct billing in line with established protocols and the Hospital's patient care objectives.

#### **ROLES AND RESPONSIBILITIES**

- Provide an efficient and high quality pharmacy service to patients in liaison with other professional staff within designated areas;
- Check prescriptions for accuracy and suitability and contact the prescribing doctors to resolve any prescribing problems in order to ensure safe, economical and rational use of drugs and other pharmaceutical products;
- Monitor patient response to treatment, drug and disease interactions, assess medications prescribed for specific indication;
- Report adverse drug reactions that patients experience as a result of their medication;
- Undertake continuous clinical checks on all treatment sheets and prescriptions for suitability of treatments, drug interactions, dosing accuracies and ensure that all prescribed doses are given as required;
- Actively participate in the drug stocking process from stock requisition (ordering), reception from stores and prompt shelving, stock taking (daily, random and quarterly stock takes) and stock variance reconciliation;
- Deal with all drug issues requiring attention such as the pricing of drugs, following up patient credits, replacement of damaged or expired stocks.
- Check the expiry dates of pharmacy drugs and ensure that the short expiry drugs are returned back to the store in compliance with the Short Expiry Drug Policy;
- Ensure proper preparation and labeling of extemporaneous preparations for in/outpatients and solutions for the wards;
- Participate in the formulation and implementation of hospital policies on drug use and pharmacy standard operating procedures;

- Participate in the ward pharmacy service as defined in the Hospital policy;
- Participate in chemotherapy dispensing and reconstitution in strict accordance with the cytotoxic handling policy;
- Provide patient counseling and patient information leaflets and to ensure their availability to all in-patients and outpatients whenever required.
- Maintain contact with the Pharmaceutical Society of Kenya, the Ministry of Health and other professional bodies ensuring that the department is kept abreast with all new developments in the pharmaceutical field.
- Coach and carry out on -the job training for new staff and pharmacy technicians; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Pharmacy from a recognized institution.
- Must be registered with the Pharmacy and Poisons Board of Kenya and hold a valid practicing license.
- Minimum of 3 years' experience in pharmacy preferably in a hospital environment.

### **CORE COMPETENCIES**

- Knowledge of pharmacokinetics, pharmacology and pharmaceutics
- Understanding of the human anatomy
- Basic knowledge of nutrition supplementation
- Understanding of pricing and billing procedures
- Stock management skills
- Problem solving skills
- Judgement and decision making skills
- Patient care skills
- Attention to detail
- Planning and organizing skills
- Customer service skills
- Accountability
- Integrity
- Confidentiality

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **27<sup>th</sup> March, 2023**.

Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that The Nairobi Hospital does not charge any fees from applicants at any stage, nor has it engaged a third party to facilitate this hire.

All communications to successful candidates will be done using official contacts as listed on our website.

*Only online applications will be accepted.*

**Human Resources Manager**

**The Nairobi Hospital**

**P. O. Box 30026 - 00100**

**NAIROBI**

**Email: [recruitment@nbihosp.org](mailto:recruitment@nbihosp.org)**