



**MBALE CLINICAL RESEARCH
INSTITUTE**

Plot 29 – 33 Pallisa Road P.O. Box 1966, Mbale – Uganda
Mbale Regional Referral & Teaching Hospital Complex
Email: info@mcri.ac.ug +256 454 660416

VACANCY

Job Title	Trial Pharmacy technician
Job Grade	MCRI salary Scale Level 3 step 1
Reports To	Trial Pharmacist and Study Site Coordinator
Employment Category	Contract
Duty Station	Soroti-Uganda

Purpose of the Job

The overall responsibility is to ensure proper handling and distribution of study medicine to the only study participants in accordance to the set procedures, regulations and standards.

Specific Responsibilities

1. Assure documentation of Supplies

- a) Ensure that study medication is properly stored in secured areas inaccessible to unauthorized personnel. With clear labels "FOR STUDY PURPOSES ONLY" to distinct it from other medications.
- b) Verify prescription information and dosage and accurately and efficiently prepare prescription orders
- c) Maintain pharmacy inventory by verifying receipt; removing outdated drug, while maintaining appropriately, all the records pertaining medicine management and distribution including acquisition and disbursement of drugs and medications from the Centre stores to the pharmacy.
- d) Prepare and submit monthly reports on consumption to Trial Pharmacist, while providing the list of drugs available to prescribers.
- e) Ensure that study medication is dispensed to the only study patients and each is entered in the prescribed study drug accountability log should be signed off by the Trial Pharmacist
- f) Enter patient prescriptions into the patient prescription log book and prepare labels for medications to be checked by the Trial pharmacist.

2. Carry out quality Assurance

- a) Ensured that daily temperature recording is done for all drug storage areas and report to the Trial pharmacist for any out of range readings.
- b) Follow established MCRI policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards
- c) Participate in quality control process in the department including SOP development and implementation.

- d) Maintain a safe and clean pharmacy by complying with standard guidelines including maintaining assigned work areas and equipment in clean and orderly condition.
- e) Inspects medications for outdates in patient care area on daily basis.
- f) Ensure proper handling of reconstituted medicines and their storage.

3. Assure Stock availability

- a) Ensure that concomitant medication is available and is dispensed to all study participant.
- b) Initiate drug procurement process.
- c) Restocks medication on the ward stores as needed and, if needed, inform the pharmacist of any shortages in stock.
- d) Assist clients with their drug therapy and pharmacy care issues

4. Assure team work and Flexibility

- a) Provide support when called upon to the other sister sites
- b) Take any other official Assignment assigned by the supervisor.

SKILLS AND COMPETENCE:

Necessary skills & attributes

1. Knowledge of drugs and their indications, contraindications, dosing, side effects, and proper administration
2. Knowledge of patient care charts and patient histories
3. Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs.
4. Computer knowledge
5. Basic counselling skills
6. Excellent communication skills
7. High degree of integrity
8. Emotional Control
9. A good team worker, who is good at keeping a working relationship with all peers, seniors and juniors.

Qualifications Required

1. The applicant must hold a Diploma in Pharmacy
2. A minimum of three years' experience in a dispensing position in a reputable institution

How to Apply

If you are the right candidate, please send your application letter plus the following:

- An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the responsibilities and each of the experience areas listed above)
- Recommendation from the previous/current Employer with the contact.

- The names and contacts of three referees, and a daytime contact telephone number of each of them.
- Copies of Academic certificates and transcripts for O' level
- The names and contacts of your immediate supervisor(s) in your current or immediate previous jobs.
- Your daytime contact telephone number

Please submit your application electronically to:

The Human Resource Manager
Mbale Clinical Research Institute
Plot 29-33, Pallisa Road
P.O Box 1966, Mbale
Tel: +256 454660416
Email: info@mcri.ac.ug, www.mcri.ac.ug

Closing Date: 7th October 2019

Only shortlisted candidates will be contacted by 8th October 2019 and interview will take place between 8th -11th Oct 2019