



INSTITUT JANTUNG NEGARA  
National Heart Institute

**We are looking for suitable and qualified candidate for the following position:**

## **PHARMACY TECHNICIAN PHARMACY & SUPPLIES**

### **Responsibilities**

- Support pharmacy services in the Outpatient, Inpatient, and Pharmaceutical & Sterile Preparation Units.
- Prepare and supply medications to patient care areas, outpatients & perform medication home delivery (MHD) service.
- Assist customers with medication related information or referral to the pharmacist as required. Adopt the correct administrative procedures when dealing with complaints from patients/relatives.
- Receive and verify all medication prescriptions following relevant Pharmacy laws and hospital policies.
- Takes part in the maintenance of efficient stock control (stock checks, medication ordering and storage and expiry checks as required).
- Prepare and dispense aseptic and extemporaneous preparations (e.g. reconstitution of IV antibiotics, Parenteral Nutrition, syrup batch manufacturing, extemporaneous medications and prepacking of bulk items).
- Administrative duties will include answering telephones and ensuring the Pharmacy is kept clean and tidy with a professional image.
- Participate in the Saturday / Sunday rotation / night duties as scheduled. Communicate and hand over all queries and messages before end of shift.
- Participate fully with high commitment in continuous quality improvement and IJN CSI (Corporate Social Initiative) programs.
- Maintain safe working practices and adhere to clinical risk management and hospital governance policies and recommendations including the reporting of incidences, near misses and adverse drug reactions.

### **Requirements**

- Diploma in Pharmacy.
- At least one year of hospital pharmacy experience is preferable, have completed a pharmacy assistant vocational course or related work experience and knowledge of basic Pharmacy practices and procedures.
- Working knowledge of a pharmacy generalized inventory system and other procedures related to drug supply, requiring basic computer skills (e.g. prescription data entry, prepare medication labels for dispensing and prepare medication stock orders).
- Ability to establish and maintain cooperative working relationships with staff members with good interpersonal and communication skills.
- Ability to follow technical oral and written instructions with accuracy and to be self-directed on common work duties.

## Closing Date

11<sup>th</sup> June 2021

Talent Acquisition Unit  
Human Capital & Organizational Development

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**