



INSTITUT JANTUNG NEGARA
National Heart Institute

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

PHARMACY TECHNICIAN PHARMACY & SUPPLIES DEPARTMENT

Responsibilities

To support and provide pharmaceutical services in the Inpatient, Outpatient and Pharmaceutical & Sterile Preparation Units.

- Transcribe and verify medication orders in the hospital information system
- Prepare and supply medication for floor stocks, inpatients and outpatients
- Prepare sterile medications and extemporaneous medications
- Dispense medications for outpatients
- Support value added services for filling prescriptions such as Medicine Home Delivery, Drive Thru and Medicine Lockers
- Maintain efficient stock control (repacking, daily stock checks and stock counts)
- Administrative duties include attending to phone calls to resolve internal and external customers' needs, documentation and filing pertaining to duties
- Involved in Standby/Saturday/Sunday/Public Holiday/Night shift on rotational scheduled basis
- Communicate and hand over all queries and messages before end of each shift
- 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
- Working knowledge of a pharmacy inventory system and other procedures related to drug supply
- Basic computer skills
- Able to communicate effectively in Bahasa Malaysia and English, both written and verbal
- Ability to follow technical oral and written instructions with accuracy and to be self-motivated
- Team player with good interpersonal and communication skills

Closing Date

31st May 2022

**Talent Acquisition Unit
Human Capital & Organizational Development**

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : career@IJN

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