



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 and Outpatient units.

- Transcribe and verify medication orders in the hospital information system.
- Prepare and supply medication for floor stocks, inpatients and outpatients.
- 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**

31<sup>st</sup> January 2023

**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.**