

## **BACKGROUND**

The Organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The Organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The Organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The Organisation has reached more than 35 million beneficiaries through its programs. The Organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organisations in India funded through The Organisation USA and RIST.

## **GENERAL**

**Location of Job:** Madhya Pradesh (Singrauli/Bhopal)

**Job type:** 1 Year contract basis (extendable)

**No. of Positions:** 1

**Preference-** M. Pharma

**Department:** Programme

**Project:** Mobile Medical Unit

**Reporting to:** Project Manager

### **Job Summary:**

Drug In charge will be responsible for preparing and administering appropriate pharmaceuticals to patients. She/he achieves this by executing a physician's order. The job entails a high level of responsibility and knowledge. A Drug In charge does not merely hand out prescribed medicine; he/she has the expertise and willingness to assist people and provide them with information and solutions.

### **Duties and Responsibilities:**

- Ensuring that all pharmacy staff are knowledgeable about the Organisation's policies and procedures about medicines management
- Conducting regular medicines audit to verify the stock, expiry dates and optimal usage of the medicines/consumables/reagents.
- Participating in continuing education programs regarding new drugs and drug interactions

- Recommending and implementing medicines management systems to improve workflow efficiency and patient care
- Recommending changes to pharmacy procedures to improve workflow efficiency
- Assisting the pharmacist/lab technicians preparing indents, collecting them and preparing the final indents and sharing it with seniors.
- Assisting the pharmacist/lab technicians and SPO preparing the GRNs to ensure proper medication dosages are being administered
- Assisting Project coordinators for proper dispensing and up keep of the medicines at the block level.
- Monitoring inventory levels of all drugs in order to ensure that there is an adequate supply available for patient care
- Controlling the inventory on a daily basis.
- Enforcing best practice protocols when storing prescription drugs and controlled substances.
- Maintaining an approved drug and controlled substances list and verifying expiry dates.
- Monitoring product displays and shelves, as well as the general appearance of the warehouses at block level.
- Training of new pharmacists.
- Prepares weekly opening and closing balance report for the medicines.

#### **Education:**

- M. Pharma or B. Pharma and permanent register in Pharmacy council
- 3-5 years of experience required
- Excellent skills in MS-Office
- Experience in Drug and warehouse management

**The Organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.**

**Interested candidate please share your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)