



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM – GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Pharmacist (Drug Inspector)
JOB GRADE: PMG/PHS 4
DEPARTMENT: Pharmaceutical & Regulatory Affairs
REPORTS TO: Director Pharmaceutical & Regulatory Affairs
MANAGES: Import Permit

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To perform duties of a Drug Inspector as designated under Sections 17-21, 23 of the Food and Drug Act 1964 as it relates to the surveillance of Community Pharmacies, wholesalers, Pharmaceutical distributors and other agencies.

KEY OUTPUTS

1. Permit Approval
2. Inspections

KEY RESPONSIBILITY AREAS

1. Evaluates and approves applications for the importation of Pharmaceuticals, food additives and chemicals under the Food and Drugs Act 1964 and the Pharmacy Act of 1966
2. Analyzes technical information submitted in support of applications to determine chemical composition, toxicological implications and other regulatory information regarding quality and safety for use of product.
3. Evaluates and issues special import permits; vet and facilitate amendments to approved permits in order to carry out the provisions of the National Drug Policy and client charter.
4. Administers the provisions of the Pharmacy Act 1966 relating to the sale and distribution of List 4 drugs
5. Inspects facilities that manufactures and distribute pharmaceuticals and chemicals to ensure best practices (GMP) regarding personnel, premises, equipment and procedures
6. Conducts, visits to community pharmacies islandwide to monitor the sale of Registered Pharmaceuticals and list 4 drugs, and also to interact with the pharmacists
7. Conducts periodic visits to pharmaceutical distributors/manufacturers to monitor the destruction and disposal of expired and damaged pharmaceuticals. A certificate of destruction is issued at the appropriate time.
8. Assists with the preparation of the Monthly Report and statistics for the Permit Unit.

9. Supervises and advises support/clerical staff on matters relating to the application request, approval and issuing of permits.
10. Conducts visits to the Central Sorting Office and other ports of entry to inspect detained parcels containing pharmaceuticals and chemicals
11. Performs any other activity requested by the Director of Standards and Regulation Division

PERFORMANCE STANDARDS

1. Monthly/quarterly/annual reports prepared on or before due date
2. Inspection conducted on a regular basis

REQUIRED COMPETENCIES

Functional/ Technical Competencies	Level
Competence in pharmaceutical practices	3
Technical skills	3

Any other functional skills?

Core Competencies	Level
Good oral and written Communication	3
Managing the client interface	2
Initiative	3
Interpersonal Skills	3
Use of technology	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Graduate from an accredited institution with a Diploma/Bachelor Degree in Pharmacy
- Registration with the Pharmacy Council of Jamaica after completion of Diploma/Bachelor Degree in Pharmacy; internship; satisfactory evaluations by supervisors
- Five years experience as a Pharmacist

- Specialist training in any one area related to the delivery of pharmaceutical care in a public health facility.
- Computer skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity
- Numerous critical deadlines
- May be required to travel overseas

AUTHORITY

- Authority to inspect pharmacies, pharmaceutical distributors and pharmaceutical manufacturers
- Authority to inspect companies which import and distribute pharmaceutical

INTERACTIONS

The General Public

Answer queries and provide information on the importation, processing and regulations governing importation of narcotics, psychotropic, precursor and controlled substances to:-

- The Jamaica Customs Department, Customs Brokers and importers
- The Pharmaceutical Industry
- The Manufacturers and Distributors
- Members of health care teams, other government departments, statutory agencies and non-governmental organisations
- Non-governmental organisations and other government departments

Drug Inspectors

Consulted with other Drug Inspectors to confirm and/or share information on aspects of importation of drugs and chemicals as well as pharmaceutical issues and concerns.

