JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Chief Drug Inspector
JOB GRADE:	PMG/PHS 5
DEPARTMENT:	Pharmaceutical and Regulatory Affairs
REPORTS TO:	Director, Pharmaceutical and Regulatory Affairs & Chief Medical Officer
MANAGES:	

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

Responsible for the administration of the Food & Drug Act 1964, the Pharmacy Act 1966 and implementation of the provisions of the National Drug Policy by managing the Unit responsible for the issuing of permits, inspection of Ports of Entry and the facilities that manufacture, store or sell pharmaceutical and chemicals.

KEY OUTPUT

1. Permit Approvals
2. Inspections
3. Manuals
4. Reports
5. Updated application forms
6. Processed application forms
7. Approved permits
8. Post market surveillance activities coordinated and conducted

KEY RESPONSIBILITY AREAS

1. Coordinates the activities of the unit responsible for the issuing of Import Permits for pharmaceutical, Food additives, chemicals and devices in accordance with Section 17 of the Food and Drugs Act 1964.

2. Coordinates and assists with assessment and approval of applications to import products to ensure the timely processing of these documents in accordance with the policy of the Department.

3. Analyses technical information submitted in support of applications to determine chemical composition, toxological implications and other regulatory information regarding quality and safety for use of product.

4. Implements procedures for the issuing of 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.

5. Develops, implements and monitors quality assurance plan for the Import Permit Unit to maintain a turn around time of 80% or more for daily incoming applications.

6. Administers the provisions of the Pharmacy Act 1966 relating to the sale and distribution of List 4 drugs.

7. Supervises staff/client interaction by monitoring communication and obtaining feedback to ensure compliance with Standard Operating Procedures and Guidelines.

8. Coordinates the schedule for post-market surveillance of Drugs, Inspection of Ports of entry and facilities that manufacture, store and sell pharmaceuticals.

9. Coordinates Post-market surveillance activities for schedule testing of specific drugs buy the Caribbean Regional Drug Testing Laboratory.

10. Collects and analyses data for small survey to determine strategies for operational plan of Unit or for evaluation of trends.

11. Prepares and submits statistical reports for inclusion in the quarterly Review of Department.

12. Prepares and submits Monthly Reports on the performance of the unit.

13. Conducts Good Manufacturing Practice (GMP) Inspections for Distributors of Pharmaceutical and Chemicals and make the necessary recommendations necessary for registration with the relevant Government Organizations.

14. Performs any other activity requested by the Directors in the Standards and Regulation Branch.

PERFORMANCE STANDARDS

1. Monthly Reports prepared and submitted at the ending of each month

2. Quarterly Reports prepared and submitted during the 1st month of each quarter

3. Annual Report prepared and submitted by the ending January along with the work plan for the year

4. Queries answered and provided on the processing and regulations governing importation of foods, drugs, cosmetics, chemicals and devices.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	
Sound knowledge of the Food & Drug Act 1964, Pharmacy Act 1966	3
Knowledge of laws, regulations and rules governing/impacting on the health sector	3
Knowledge of norms new trends and development in pharmacy, including continuous education, seminars with accumulation of credits for annual licensing	3
Knowledge of international regulatory framework and practices	3
Knowledge of Management Principles and Practices	3
Competence of Regulatory framework related to the practice of Pharmacy	3
Knowledge of National Drug Policy	3

Core Competencies	Level
Excellent presentation and oral communication skills	3
Excellent written communication skills	3
Good problem solving skills	3
Excellent interpersonal skills	3
Ability to display high level of compliance	3

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 (5) years experience as a Pharmacist
- Specialist training in other areas of work related to the job function

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

INTERACTIONS

THE GENERAL PUBLIC

Answer queries and provide information on the importation, processing and regulations governing importation of Food, Drugs, Cosmetics, Chemicals and devices to:

- Jamaica Customs Department, Customs Brokers and Importers
- Pharmaceutical Industry.
- Manufactures and Distributors
- Members of Health Care teams, other Government Departments, Statutory Agencies and non Governmental organizations
- Staff at Jamaica Embassies overseas and foreign embassies in Jamaica.

Clerical Staff (Pharmaceutical & Regulatory Affairs Department)

Enquiring as to their well-being and level of job satisfaction, ensuring a cordial work atmosphere and that optimum delivery of service to clients are maintained.

Drug Inspectors

To discuss the importation process, inspections and share technical information.

Directors

Keep abreast of activities in the unit and make suggestions for improvements in service delivery of Standards and Regulation Division

OTHER ACTIVITIES

Recording Secretary of Drug Registration Committee

Duties: - Co-ordinate all activities relevant to the effective function of the Committee.

Represent MOH as a member of the Freeze Committee of the National Environmental Planning Agency (NEPA) monitoring the importation of Annex "A Chlorofluorocarbons and ensuring compliance with the quota system.