JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Scientific Officer II
JOB GRADE:	PMG/PHS 6
DEPARTMENT:	Pharmaceutical and Regulatory Affairs
REPORTS TO:	Director Standards and Regulation
MANAGES:	N/A

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

Ensure the presence of safe products, that is, foods, drugs, cosmetics, devices, herbal products and nutritional on the Jamaican market in accordance with the Food and Drugs Act and Regulations and Coordinate activities to ensure the establishment and dissemination of pharmaceutical standards and guidelines to guide public prescribing practices and use of drugs.

KEY OUTPUTS

1. Products (drugs including phytomedicinals, foods, cosmetics, devices) of acceptable quality, safety and efficacy are offered for public use/consumption whether in humans or animals.

2. Technical data supplied by manufacturers are evaluated for authenticity of clinical claims

3. Vital, essential and necessary List of Drugs, Jamaica National Formulary, Quarterly Division Bulletin and other Divisional publications revised and published in a timely manner.

4. Studies/surveys to enhance quality of service in the public sector are properly coordinated and findings disseminated to effect necessary changes.

KEY RESPONSIBILITY AREAS

1. Coordinates the activities relating to publications e.g. VEN List of Drugs and Formulary produced by the Division.

2. Participates as secretary of the Drug and Therapeutics Committee.

3. Coordinate activities for survey/research studies initiated by the Division e.g. Drug Utilization Review.

4. Receives, appraises and evaluates technical data submitted by manufacturers/local representatives for drugs, cosmetics, foods and devices to determine whether the clinical claims made are scientifically supported and ensures its authenticity thereby rendering the product acceptable as deemed by established standards.

5. Provides technical input as a member of the Product Registration Committee and research new information when necessary.

6. Provides consultation for representatives from the local, regional and international drug industries regarding drug regulatory matters.

7. Prepares licenses for registered drugs and notify clients.

8. Liaises with the Government Chemist regarding validation of analytical reports in respect of applications for registration of drugs and other products.

9. Liaises with Chief Drug Inspector regarding approval of licenses to manufacture pharmaceuticals to local manufacturers.

10. Represents the Ministry of Health locally, regionally and internationally at conferences, seminars and workshops on drug related issues as required.

11. Performs any other related duties as assigned by the Director of Standards and Regulation

PERFORMANCE STANDARDS

1. Medical practitioners in health institutions are provided with technical guidelines e.g. Vital, essential and necessary List of Drugs in a timely fashion

2. Drugs introduced into the market meet established standards of quality, safety and efficacy.

3. Consultation is provided for all drug manufacturers/local representatives and other relevant organizations with regards to regulatory matters on drug registration

4. Key deliverables are completed within the stipulated timeframes

5. A team approach is adopted to execute regulatory functions where necessary

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	2
Sound knowledge of Government's national health policies	2
Knowledge of laws, regulations and rules governing/impacting on the health sector	2
Knowledge of trends in both public and private health sectors	2
Knowledge of international regulatory framework and practices	2
Broad based knowledge of traditional and non-traditional technologies deployed in the health care industry	2
Knowledge of principles governing health regulations	2
Sound knowledge of research methods	2
Knowledge of regulations governing publishing	2

Critical Core Competencies	Level
Oral communication	2
Written communication skills	2
problem solving skills	2
Interpersonal skills	2
Ability to display high level of compliance	2
Time management skills	2
Initiative	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B.Sc Degree in Pharmacy
- Licensure as a Pharmacist with Pharmacy Council
- A minimum of seven (7) experience as a pharmacist in the public healthcare system
- Knowledge of Pharmacy Theory and Practice Techniques involved in the operation of a national pharmaceutical programme
- In-depth knowledge of the regulatory framework related to the practice of pharmacy
- Knowledge of the National Health Policies and management principles and practices

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

N/A

AUTHORITY

- To refute clinical claims made by drug manufacturers/ local representatives
- To make recommendations to the Product Registration Committee
- To recommend that drug licences be revoked
- To recommend drug recalls based on scientific information on safety.