



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Chief Dangerous Drug Inspector

JOB GRADE: PMG/PHS 5

DEPARTMENT: Pharmaceutical & Regulatory Affairs

REPORTS TO: Director Pharmaceutical & 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

Administer the Dangerous Drug Act 1948 and Dangerous Drug Regulation 1948. Administer the Food and Drugs Act 1964 and Regulation 1975. Administer the Precursor Chemical Act 1999. Annual & Quarterly Reports to the international Narcotics Control Board.

KEY OUTPUTS

1. Monthly and Quarterly Reports prepared
2. Chief Medical Officer's Report prepared
3. Annual Grant Report prepared and submitted
4. Statistical Reports
5. Permit approval maintained
6. Narcotic Audits completed
7. Authorization to handle Dangerous Drugs developed
8. Inspections and training conducted

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Coordinates the activities of the unit responsible for Dangerous Drugs, Psychotropic and Precursor Chemicals
2. Represent the Ministry at meetings, National and International Conferences and other functions as requested
3. Provides guidance on matters related to narcotics, psychotropic and precursor chemicals
4. Assist with maintaining in house records which will be required as part of a base for providing current information for interest groups
5. Prepares and monitors the department, work plan and ensures that targets are met.

Technical/Professional Responsibilities

6. Assess and approve applications for the importation of narcotics, psychotropic and precursor chemicals
7. Assess invoices to verify that information is in accordance with permit granted for narcotic, psychotropic and precursors chemicals.
8. Issue licence for local purchase of narcotic substances.
9. Narcotic audits of hospitals, pharmacies and doctor's office.
10. Inspection of distributors, pharmacies with regards to psychotropic and narcotic drugs.
11. Good manufacturing Practice inspections of companies with regards to importation and distribution of precursor chemicals
12. Good manufacturing Practice inspections at pharmacies, pharmaceutical manufacturers and distributors companies
13. Training of nurses with regards to dangerous drug
14. Grant permission to overseas visitors to bring their dangerous drugs medication with them
15. Authorisation of pharmacists, veterinary practitioners and medical doctors to handle dangerous drugs
16. Conduct periodic research relevant to functions as required
17. Perform any other activity as designated by Directors in the Standard and Regulation Division

Human Resources Responsibilities

18. Provide guidance to staff through coaching, mentoring and training providing assistance and support as needed
19. Participate in the recruitment of staff for the department
20. Ensures that staff is aware of and adheres to the policies, procedures and of regulations of the division and the Ministry of Health

PERFORMANCE STANDARDS

1. Maintain turn around time of approval at 80% if daily incoming applications
2. Submit Monthly reports due at the ending of each month
3. Submit Quarterly report due during first month of each quarter
4. Annual report due at the end of January of the New Year
5. Answer queries and provide information on the processing and regulations governing importation of narcotic, psychotropic and precursor chemicals

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Competence of regulatory frame work relating to the practice of pharmacy, dangerous drugs and precursor chemicals	3
Knowledge of norms, new trends in the trade of precursor chemicals	3
Mentoring skills to manage other persons supervised	3
Use of Technology	3
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 international regulatory framework and practices	3
Knowledge of Management Principles and Practices	3
Knowledge of National Drug Policy	3

Core Competencies	Level
Oral communication	3
Written communication skills	3
Problem solving skills	3
Interpersonal skills	3
Ability to display high level of compliance	3
Time management skills	3
Initiative	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
- Eight (8) years experience as a Pharmacist
- Training in Inventory Management and Audit Inspections. N.B. Aspects of the latter are dictated by the Financial Administration & Audit Act
- Specialist training in other areas of work related to the job function
- Computer skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical working environment, no adverse working conditions

AUTHORITY

- To inspect pharmacies, pharmaceutical distributors and pharmaceutical manufacturers
- To inspect companies which import and distribute precursor chemicals
- To stamp and sign approvals for importation of narcotics, psychotropic and precursor chemicals
- To stamp and sign refusals for importation of narcotics, psychotropic and precursor chemicals on behalf of the Minister of Health
- To detain and/or seize any narcotic, psychotropic precursor chemicals deemed illegal by the Chief Dangerous Drug Inspector

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 of precursor chemicals
- Members of health care teams, other government departments, statutory agencies and non-governmental organisations
- Staff at the Jamaica Embassies overseas and foreign embassies in Jamaica
- Staff at international Narcotics Controlled board
- Clerical staff (Pharmaceutical & Regulatory Affairs Department)
- Drug Inspectors – to discuss the importation process, inspections for importation
- Directors within the Ministry of Health