



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Director, Pharmacy Services
JOB GRADE: PMG/PHS 7
DEPARTMENT: Health Services Planning and Integration
REPORTS TO: Director, Health Services Planning and Integration
MANAGES: 4 Pharmacists
1 Secretary (OPS/SS 2)

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 provide professional advice, guidance and direction in the development and implementation of national policies and programmes for the provision and maintenance of Pharmacy Services in keeping with national and international standards.

KEY OUTPUTS

1. National Strategic Plan for Pharmacy Services
2. Documented norms, standards and procedures for delivery of pharmacy services in the public sector
3. Budget
4. Professional guidance and recommendations in support of national policy decisions
5. Mechanisms for monitoring/auditing public pharmacy practice
6. Performance and other reports prepared in timely manner

KEY RESPONSIBILITY AREAS

Management and Administrative

1. Collaborate with the Director, Health Services Planning and Integration the Chief Medical Officer and members of the Senior Management team in the process of policy development and planning for pharmacy services in the Public Health Sector.
2. Participate in the Ministry's Quarterly and Annual Performance Review to assess the achievements of the Technical Services Division.
3. Collaborate with the Director, Health Services Planning and Integration to develop strategies to facilitate the implementation of the objectives of the Technical Services Division.
4. Participate in the preparation of the operational plan and budget for the Technical Services Division.
5. Provide technical advice to inform the Ministry's policy directorate and Regional Health Authorities on matters pertaining to Pharmacy Services including an appropriate cadre for pharmacists and pharmacy technicians for the delivery of pharmacy related services in the relevant public health institutions.

6. Represent the Ministry at local, regional and international events on matters related to Pharmacy and to health in general.
7. Prepare and present position papers on pharmacy related matters, as required.
8. Prepare and submit performance and other reports within the agreed timeframes.

Technical Duties and Responsibilities

1. Develop a National Plan for Pharmacy Services, as a component of the National Health Services Plan.
2. Provide leadership for national programmes relating to pharmacy services in the public sector.
3. Liaise with professional groups such as the Pharmaceutical Society of Jamaica on an advisory basis to the Ministry
4. Develop an effective monitoring system for pharmacy services
5. Conduct evaluation and report to the Director Health Services Planning and Integration on the implementation of the plan.
6. Ensure implementation of government policies established for pharmacy programmes for the public sector.
7. Develop norms, standards and procedures for Pharmacy services, consistent with current trends in Pharmacy practice and related health care.
8. Conduct research as required on the impact of Pharmacy/Drug dispensing issues on service delivery within the health sector and advice the Director, Health Services Planning and Integration/ Chief Medical Officer.
9. Conduct field visits to major hospitals, centres and other public facilities delivering pharmacy services nationally.
10. Advise the Director, Health Services Planning and Integration on changes in legislation which could impact on the practice of Drug Dispensing and other professional activities executed by pharmacists.

Human Resource Development

11. Conduct research to determine the manpower needs for all categories of Pharmacy manpower and recommend the appropriate mix and numbers required to adequately staff/satisfy the service.
12. Develop a strategic plan for the recruitment and retention of Pharmacists and pharmacy technicians in the Public Health Sector.
13. Identify training requirements for pharmacy manpower to improve the quality of pharmacy services delivered to the public.
14. Collaborate with the relevant training institutions regarding a training curriculum for pharmacists that support current trends in pharmacy services such as clinical pharmacy.
15. Collaborate with the Ministry's Manpower Planning department to establish a plan for the incorporation of clinical pharmacy in the provision of pharmacy services in the public health sector
16. Ensure the operation of an appropriate in-service training programme for pharmacy staff.
17. Participate on the Ministry's behalf in negotiations and salary reviews for pharmacists and pharmacy technicians.
18. Identify suitable career paths and upward mobility for pharmacists in the public sector.

Other Duties and Responsibilities

19. Keeps abreast of research in technical areas promotes the utilisation of findings to improve health care.
20. Performs any other related duties as assigned by the **Director, Health Services Planning and Integration**

PERFORMANCE STANDARDS

1. A National Plan for Pharmacy Service consistent with the National Health Plan is developed and implemented.
2. Advice given is technically sound and timely.
3. Norms and standards for Pharmacy are consistent with current trends.
4. Performance and other reports are comprehensive and submitted within agreed timeframes.

5. Beneficial relationships are established and maintained with the Pharmacy Council and institutions involved in Pharmacy education.
6. High ethical standards are maintained in the conduct of professional and personal business.

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	
Knowledge of Health Policies and Procedures	
Knowledge of International Health regulations and current trends	
Knowledge of general administrative practices	
Knowledge of research principles and techniques	
Sound technical knowledge of the practice of pharmacy	
Excellent negotiation skills	
Excellent planning and organizing skills	

Critical Core Competencies	Level s
Oral communication skills	3
Written communication skills	3
Leadership skills	3
Teamwork	3
Interpersonal skills	3
Social skills	3
Analytical thinking skills	3
Ability to manage external relationships	3
Problem solving and decision making skills	3
Managing external relationships	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Pharmacy.
- Masters Degree in Public Service Management/Health Services Management or equivalent; Plus.
- Five (5) years experience within the Public Health Sector at the management level.
- Five years or more experience as a Regional or Chief Pharmacist in the public health sector would be an asset.
- Training in Clinical Pharmacy would also be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical work environment, no adverse working conditions

AUTHORITY

- To develop/revise norms and standards for Pharmacy Services.
- To present position papers on behalf of the Ministry at local, regional and international fora.