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## MT04505

### PHARMACY ASSISTANT

Level 3

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#### Reports to (Hierarchical)

Pharmacy Storekeeper, or as set-up

#### Reports to (Functional)

Pharmacy Storekeeper

#### Job Family

Medical and Paramedical

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#### Main Purpose

Assisting the pharmacy storekeeper in ensuring the proper general functioning of the central pharmacy and the supply to other field pharmacies , according to **MSF** protocols, standards and procedures in order to keep pharmacy stock above security level

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#### Accountabilities

- Maintaining the adequacy of storage and hygiene conditions of pharmacy according to **MSF** protocols.
  - Participating in physical inventories and organization of stock according to **MSF** recommended storage guidelines.
  - Participating in preparing and sending to the different health structure (packaging, transport...). If working as a dispenser, verify with prescriber in case of unclear prescription or difference from standard protocols, and that patients are counseled appropriately regarding their prescribed treatments
  - Participating in the reception of supplies
  - Ensuring that no material is taken without authorization and that the security regulations of the pharmacy are respected.
  - Reporting immediately in case of robbery/damage of medical equipment or medicines. Taking actions to avoid or prevent the robberies and damages on the equipment.
  - Updating stock cards and informing the stock manager as soon as an item reaches the minimum or maximum threshold or is about to expired
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#### Education

Literacy and numeracy. Medical profile not essential but recommended

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**Experience**

Experience in similar positions would be an asset

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**Language Level Description**

**B1 Independent User**

**Threshold or intermediate**

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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