# MT04505
# PHARMACY ASSISTANT

**Level 3**

## Reports to (Hierarchical)
Pharmacy Storekeeper, or as set-up

## Reports to (Functional)
Pharmacy Storekeeper

## Job Family
Medical and Paramedical

## 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

## 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

## Education
Literacy and numeracy. Medical profile not essential but recommended

## Experience

Experience in similar positions would be an asset

## 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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