

28- PHARMACIST

1. Dispensing of medicines on prescription issued by the Medical Officer.
2. Dressing and giving injection including intravenous to the patients. However, the intravenous fluid will preferably administered under the supervision of Medical Officer.
3. Proper maintenance of surgical instruments and equipments in Civil Dispensaries and PHCs.
4. Emergency duties during off hours.
5. Change of dressing of operated cases in out door.
6. Assisting the Medical Stores / Surgical Instruments and Indenting thereof.
7. Maintenance of Medicine Stores / Surgical Instruments and indenting thereof.
8. To prepare the abstract reports and returns under the guidance of the Medical Officer / Medical Superintendent.
9. Assisting the Medical Officer in operative work in CDs and PHCs.
10. He will be responsible for getting these accounts audited.
11. He will maintain the record of all the drugs and injection etc. issued to the patients both in the out door and indoor also where his duty is assigned.
12. He will keep records of "Purchee Fee", where required medical and other accounts of money.
13. Help the Medical Officer in keeping the record of correspondence in connection with functioning of institution. (Where ministerial staff is not in position).
14. Help the Medical Officer in updating the instruments and permanent store and store register every year on 1st January or 1st April.
15. Prepare list of all such medicines, which are to expire in next 6 months and put up such list for orders of S.M.O./ M.O. in outdoor.
16. See that all rubber articles are stored properly as also instruments so that those do not get rusted.
17. Maintain properly the list / Almirah of Emergency Medicines and keep up to date.
18. Ensure proper cleanliness and up keep of the Dispensary / Stores.
19. Prepare the usual mixture for use in O.P.D. as also Eye and Ear Drops.
20. Ensure proper storage of all vaccine (ARV, ASV, TT) and sera in the institution at required temperature.
21. To impart practical knowledge to the internee or trainee Pharmacist if part on duty with him / her and keep proper record for the same.
22. Maintenance of proper record of these prescription and medicines used.
23. He will be a member of drug purchase committee at all levels.
24. He will prescribe the medicines to patients in the absence of Medical Officer.
25. He will be the In-charge of the CDs/ PHCs in the absence of Medical Officer.
26. Any other duties assigned by the Medical Superintendent / S.M.O. / M.O. concerning to pharmacy work.