

## JOB DESCRIPTION

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|-------------------|------------------------------------------------------------------|
| Position Title    | : Part-Time Pharmacist<br>(5:30 PM to 8:30 PM, Monday to Friday) |
| Faculty           | : Pharmacy                                                       |
| Report to         | : President and Vice-Chancellor                                  |
| Reportee (if any) | : Pharmacy Manager                                               |
| Location          | : University of Puthisastra, Phnom Penh                          |

### I. Position Summary:

Pharmacists provide advice and guidance on medications to patients and medical staff. Receives compounds, fills prescriptions, dispenses pharmaceuticals, consults with clients regarding the nature and use of drugs, and trains and/or supervises personnel.

### II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Dispense medications to patients.
- Provide health counseling and education to patients to promote safe and proper medication use.
- Provide reliable drug information and guidance to patients.
- Validate prescriptions to ensure accuracy and compliance.
- Manage stock control in the pharmacy to maintain adequate and efficient inventory.
- Train pharmacy students and other staff members in relevant professional practices.
- Record patient information accurately and confidentially.

### III. Minimum Qualifications and Requirements:

#### 1. Experience:

- At least 1-year experience working in pharmacy.

#### 2. Education:

- Bachelor's Degree or Master's Degree in pharmacy or equivalent
- Strong English proficiency: Reading, Speaking, Writing and Listening

#### 3. Skills/Competencies:

- Strong computer skills: Microsoft word, Excel.

#### 4. Personal Quality

- Strong communication skills
- Strong leadership and coordinating skills
- Good attitude and behaviour
- Ability to work under pressure