

GOVERNMENT OF ANDHRAPRADESH
ABSTRACT

Establishment A.P.Pharmacists Union-Job chart in respect of Pharmacist Grade -II and Grade -I Under the control of Health of Health Approved Orders -Issued.

HEALTH, MEDICAL AND FAMILY WELFARE (J1) DEPARTMENT

G.O.Rt.No.487

Dated:03.05.2005
Read the following:

1. Govt.Memo.No.39073/J2/97-4,dt:12.06.1998
- 2.From the Director of Health,Rc.No.10833/E4.A/98,dated:16.09.2002.
- 3.From the Organizing Secretary, A.P.Pharmacists Union,reprn.Dt.23.06.2004.

ORDER:

1. In the reference first read above, Government while communicating the minutes of the meeting requested the head of the department to formulate Job chart and send the same for approval of the Government. In pursuance of the said instructions, the Director of health, Hyderabad has convened a meeting with the representatives of Pharmacist Association/union and with the Officials and after detailed discussions, formulated Job Charts in respect of Pharmacist Grade.II and Grade. I and furnished for approval of the government.
2. Government after careful examination hereby approve the Job Chart of Pharmacist Grade.II and Grade. I and direct the Director of Health, Hyderabad to implement the same.

Job Chart of Pharmacist Grade.II

1. Maintenance of Medical and Surgical Stores, storage of vaccines(where there is no Pharmacist Grade.II post
2. Preparation of indents in respect of medicines, equipment, glassware and surgical dressings etc. under supervision of Medical officer.
3. To have check on the date of expiry of drugs and vaccines and to ensure that drugs that are closest to date of expiry are used first to minimize wastage.
4. Explaining the drugs dosage duration etc.of the patients at the time of dispensing of drugs.
5. Participation in all preventive and curative Health Promotion Programmes taken up by Government.
6. Maintenance of accounts of daily issues and receipts of the drugs and vaccines in Medical Stores.
7. To act as custodian of Medical stores, vaccine stores and Dispensaries.
8. The pharmacist has to attend the office work in addition to their normal duties only at government dispensaries.
9. To attend to call duty round the clock to meet the emergencies in case of epidemics, natural Calamities disasters etc.
10. To impart practical training to the pharmacy students of Government institutions.
11. Any other job related to procurement, transport, storage, management etc.of drugs and Vaccines that may arise in future, due to advancement in technology.

Job Chart of Pharmacist Grade. I

1. Pharmacist grade-I will supervise the work of all Pharmacists—Grade-II and will be the custodian of the Medical Stores (where one post all Pharmacist Grade -I is in existence).
2. Pharmacist Grade-I will supervise the work of all Pharmacists Grade -II Where there is one post Pharmacist Grade-I and where there are more than One post of Grade-II Pharmacist, they also be posted as in-charge of Various sections in the institutions concerned with Pharmacy.
3. He/She will submit the monthly reports pertaining to the stock position of Medicines and reports including quarterly indents of drugs through Pharmacy Supervisor.
4. He/She will assist the Pharmacy Supervisor as and when required.
5. Impart practical training to Pharmacy students.
6. Any other job related to procurement, transport, storage, management etc. of drugs and vaccines that may arise in future due to advancement in technology.

The Director of Health, Hyderabad shall take necessary action In the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRAPRADESH)

**I.V.SUBBA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

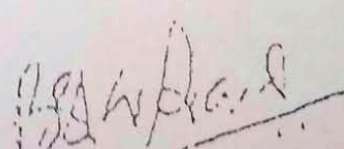
TO

The Director of Health, A.P., Hyderabad
The Commissioner, APVVP, Hyderabad
The Director of Medical Education, A.P., Hyderabad

Copy to:

The State General Secretary , Pharmacist General Association Andhrapradesh(Reg.No.2187)
D.No.5-11—1283, Hanuman Nagar (KU), Hanumakonda. Warangal (through DH, Hyderabad)
The General Secretary ,A.P.Pharmacists Union Reg.No.2923,S.R.R.I.TOD (FEVER)Hospital
Nalla Kunta, Hyderabad, (through DH, Hyderabad.)
The Organizing Secretary ,A.P.Pharmacists Union Reg.No.2923,,Chaitanyapuri, Guntur,
Hyderabad, (through DH, Hyderabad.)
All District Medical and Health officers (through Director of Health Hyderabad)
All Regional Director of Medical and Health services (through Director of Health Hyderabad)
All District Collectors Director (through Director of Health Hyderabad)
GA(SW) Department
GA(Set.T) Department
CM Phasi
SF/SC

//FORWARDE :: BY ORDER//


SECTION OFFICER

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ANNEXURE

DUTIES AND RESPONSIBILITIES OF THE PHARMACY SUPERVISORS

- 1) The Supervisor (Pharmacy) so created in each General Hospital, shall supervise the work of Pharmacist Grade-I and Grade-II of the Institutions.
- 2) The Supervisor (Pharmacy) under the District Medical & Health Officers will be inspecting all the Medical Institutions under the District Medical Health Officer's control and supervise in maintenance of medical stores in all the institutions.
- 3) Scrutinisation of purchasing indents submitted by the Pharmacist i/c, on Medical and Surgical Store on the Rate Contract and Non Rate Contract firms and to watch whether the conditions of Rate Contract are being following.
- 4) To check on the adulterated drugs.
- 5) To prevent the inflow of mis-branded drugs into the Government Institutions and also to prevent the wastage of drugs in the Institutions.
- 6) To observe proper preservation of drugs and medicines and supervise proper distribution of drugs and medicines in most scientific manner in Stores and Out Patient dispensaries.
- 7) To encourage and guide the institutions to have Hospital Pharmacies i.e. preparation of I.V, fluids ointments, drops and simple drugs such as A.P.C. Sulphar, vitaminal preparations, Analgesic etc, instead of resorting to branded make indiscriminately This would result in saving budget.
- 8) To assist the authorities in selection of medicines and also to implement the resolution of Committee.
- 9) To collect samples periodically and observe their analytical reports received to ensure quality of drugs being supplied by Sate contract firms.
- 10) To check the drugs on receipt from the suppliers whether required specifications like quality, quantity, strength and stamping and their entry in the ledgers etc. are observed or not.
- 11) Physical verification of stores and verify the date of expiry and their utility.

G KUMARASWAMY REDDY
Principal Secretary to Government.