

Dr. Ram Manohar Lohia Hospital, New Delhi
Duties and Responsibilities of Head Pharmacist

1. He / She will be overall Administrative-in-charge of all pharmacists posted in the section / hospital.
2. Depending upon his posting, he / she will supervise the management of the Inventory, Manpower and other resources in his area of supervision.
3. She / he will help the officer in charge in physical verification, auditing and quality management of inventory.
4. She / he will assist the officer in charge in receiving and issuing inventory to various department and help in demand forecasting.
5. To keep the entire inventory under safe custody and store as per prescribed guidelines of temperature, humidity, cold chain etc. and management of material of store.
6. He / she will keep record of leave of subordinate officials of his section.
7. He / she will supervise the proper documentation of records in his section.
8. To suggest measure for continuing education for pharmacist.
9. To furnish the information as and when required regarding the RTIs, Parliament Questions and to other institutions / Authorities.
10. Provide practical training to trainee pharmacist and authenticates the satisfactory completion of training.
11. Performing extra duties as assigned by the Controlling Officers even on holidays.
12. To perform the managerial duties so that pilferage is prevented in his section and proper / timely distribution of drugs.
13. To compound and label accordingly various preparations, compounded and dispensed in the hospital according to the official literatures.
14. To place specific demand of drugs on behalf of various departments.
15. To actively participate and provide useful inputs in various hospital committees like hospital formulary up gradation, antibiotic policy etc.

[Signature]
CMO & I/c (Store)

[Signature]
29/8/14
Medical Superintendent

[Signature]
7/9/17
Deputy Director (Admn.)