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| **Position Title:** | Pharmacist Manager |
| **Position Number:** | 2002 |
| **Reports To:** | Associate Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The PREVAIL Pharmacist Manager should possess strong initiative, and the ability to manage and coordinate all tasks related to the functioning of a clinical research pharmacy. All PREVAIL Pharmacists are able to demonstrate their ability to strategically plan, organize, and take action in order to fulfill the clinical research mission of the PREVAIL program. The Pharmacist Manager is additionally expected to be the point of contact between the US NIH Pharmacist Technical Advisor and the PREVAIL pharmacy program, and to coordinate the actions of the other PREVAIL Pharmacists to accomplish agreed upon mission objectives.

In addition to professional and administrative responsibilities, the PREVAIL Pharmacist Manager must perform pharmacy-related tasks as set forth within Standard Operating Procedures related to the PREVAIL clinical research partnership.

**Description of Responsibilities:**

* Regularly communicate with the US NIH Pharmacist Technical Advisor to ensure that all PREVAIL mission objectives are supported by the PREVAIL pharmacy team. This requires regular communication via email and phone.
* Ensure the PREVAIL Pharmacists are assigned to appropriate duty locations based on evolving program needs, and provide accountability for the pharmacists.
* Coordinate with local team members to ensure PREVAIL pharmacy is adequately supporting their PREVAIL mission needs.
* Provide leadership, mentorship, and continued training to the PREVAIL pharmacy team.
* Perform and direct other PREVAIL Pharmacists in the below responsibilities:
* Demonstrate the ability to interpret, analyze, and follow pharmacy standard operating procedures (SOPs) pertaining to storage, aseptic preparation (including blinding & serial dilutions), transport, dispensing & destruction of investigational agents. PREVAIL Pharmacists operating at the highest level of the job are also able to write clear and concise SOPs which other pharmacy members are able to execute successfully.
* Assure the adequate storage, management, and reconciliation of supplies of investigational agents and related materials to meet study participation targets.
* Perform accurate documentation, reconciliation and management of pharmacy registers including on a daily, weekly and monthly basis (depending on the need)

1. Expiry date register
2. Returned / Expired / Spoiled medication
3. Demand register
4. Pharmacy orders and receipts
5. Temperature log
6. Drug accountability register
7. Blinding code register

* Perform clinical pharmacy duties such as, but not limited to:

1. Educate study participants on their investigational or regular medication
2. Check for drug interactions
3. Counseling on possible adverse reactions

* Have a working knowledge of clinical research regulations to ensure regulatory compliance of pharmacy operations by:

1. Communicating with staff, particularly the Site Manager and Protocol Principal Investigators, to document and report deviations from approved protocol(s) and SOPs
2. Ensuring processes are in place to resolve and document issues identified during site monitoring visits in a timely manner
3. Authoring Corrective Action and Preventative Action (CAPA) plans to document deviations and other issues

* Maintain the Pharmacy

1. Perform routine maintenance on all pharmacy-related equipment, including but not limited to freezers and biological safety cabinets
2. Perform periodic equipment inspections to ensure all equipment is in good working order
3. Regularly clean the pharmacy, including sweeping, mopping, wall washing, and sterilization of surfaces (as needed)
4. Accurately maintain pharmacy inventory using the Finale electronic inventory system. This includes ensuring the inventory is reviewed regularly to prevent expired medications and use from causing stock-outs, and providing ample time for the reorder and procurement of replacement products

* Demonstrate proper use of pharmacy equipment, including aseptic technique inside a biological safety cabinet, storage of investigational products in refrigerators and freezers, use of Credo Cube or other transport containers, programming of temperature monitoring devices, and use of any other equipment employed to support the needs of PREVAIL pharmacy operations.
* Other duties as assigned

Leadership Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education: Bachelor’s** Degree, MS or Doctorate in Pharmacy.
* **Preferred Job-related Experience:** At least five (5) years of experience in pharmacy.
* **Additional Eligibility Qualifications: Hold a license to practice pharmacy in Liberia or reciprocated country, or a pharmacy intern license with the expectation of future licensure.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

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**Process to apply for this position**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

INCLUDE:

* + - 1. Position Title and Number
      2. Recent Curriculum Vitae (CV) or Résumé
      3. FHI Clinical PREVAIL Job Application