



University of Cape Town Lung Institute CENTRE FOR LUNG INFECTION AND IMMUNITY

POST-BASIC PHARMACIST ASSISTANT

The **Centre for Lung Infection and Immunity**, based at the University of Cape Town Lung Institute (www.lunginstitute.co.za) require applications for a **POST-BASIC PHARMACIST ASSISTANT*** on a **Fixed Term Contract**.

The main purpose of this position is to assist the Pharmacist in managing day-to-day duties within the pharmacy according to South African Pharmacy Council (SAPC), South African Health Products Regulatory Authority (SAHPRA), Pharmacy Guidelines, National Institutes of Health (NIH), Good Clinical and Good Pharmacy Practice Guidelines (GCP and GPP).

Minimum Requirements:

- Post-basic Pharmacy Assistant Certificate
- Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant
- 1 - 2 years experience as a Post-basic Pharmacist
- Intermediate computer skills including using Microsoft Office, internet browsers and medical databases
- Knowledge of Pharmacy Act no. 53 of 1974, Medicines and related substances Act, 1965 (Act no. 101 of 1965)
- Dispensing and aseptic preparation skills
- Excellent communication and interpersonal skills
- Meticulous attention to detail during preparation of and dispensing of study product and or other medicine
- Ability to use initiative, solve problems and facilitate change
- Ability to work well within a team

The following will be advantageous:

- Relevant clinical trial experience
- Good Clinical Practice (GCP) certificate and guidelines
- International Conference on Harmonisation (ICH) Guidelines and Good Pharmacy Practice Guidelines
- HSP certificate
- Current Professional Malpractice Insurance (MPS)

Responsibilities include (but not limited to):

- Assist Pharmacist with Administrative and Pharmacy Regulatory Compliance (provide input into and implement pharmacy Standard Operating Procedures (SOPs), Establishment Plans and Pharmacy Council accreditation according to South African GPP for all active studies)
- Ensure the pharmacy is run according to South African pharmacy and research ethical standards
- Assist with procedures, medications (dosage, frequency, administration), inclusion/exclusion criteria and amendments
- Assist with Maintaining drug storage, record keeping and inventory control
- Assist in monitoring/audit visits
- Regular communication with key staff on studies (medical officers, nurses and sponsors) when necessary
- Assist in procurement of pharmaceutical products
- Assist in control of pharmacy stock and repacking of medicine
- Capture script details accurately, and verify participant details on the system
- Ensure accurate picking /packing/labelling and checking of medication and be aware of common dosages as well as important drug interactions
- Ensure all medications are checked for accuracy by and signed by a pharmacist.
- Maintain Pharmacy technical appliances – including maintenance of all pharmacy equipment and calibration of all required temperature monitoring devices
- Assist with financial administrative tasks as required (e.g. prepare drug invoices sourced study medication reimbursements from sponsors; ensure drug cost is allocated to correct sponsor; follow up on payments; apply for vat exemption, if required.)
- Perform other research-related duties as assigned

Additional Information:

- 40 hours per week, Monday to Friday
- 6 - 12 month fixed term contract
- Position will be based in Mowbray, Cape Town

To apply, interested applicants are requested to [click here](#) to complete the online application process with **a cover letter, updated CV and two to three contactable references.**

Closing Date: 19 January 2025

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint. The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.

***Please Note: This Position is not on UCT Conditions of Service.**
