

Pharmacist, Maharashtra Medical Education and Research Service, Group-B

Duties and Responsibilities –

A. Supervision regulation and co-ordination of following sections in Hospital

- (i) Drug dispensary O.P.D.
- (ii) Drug dispensary L.P.D.
- (iii) Drug store and surgical Store.

B. Supervision of drug store regarding following things

1. Preparation and control of drug statement according to drug.
2. To assist Head of the Dept. of Pharmacology in drug purchase according to Govt. rules and regulations.
3. Supervision of In-Put and Out-put of drugs and stock checking and record checking.
4. Keeping record and reporting to head of the Department / Associate Professor of Pharmacology of expired drugs, spoiled drugs and used drugs (slow moving)
5. Supervises and send the bills to account section in time.
6. Complaints about drugs and Sub-standard drugs should be processed according to Govt. rules and regulation.
7. Point No. 1 to 5 rules should be followed for surgical store too.
8. Write confidential report of Govt. servants working in Medical / Surgical Store and send it to the Head of the Dept. of Pharmacology in time.
9. Complete the work given by the Dean and Head of the Department of Pharmacology in time.
10. Can apply innovative ideas / projects to improve the drug supply to patient.