



Speed Post+Email

Ref. No. 10-82/2025-PCI (Duties of Pharmacist)

To

**The Principal Secretary (Health/Technical Education)
 All State Governments/Union Territories**

Sub: Comments on Proposed Pharmacist Recruitment, Promotion and Service Regulations, 2025 of the PCI u/s 10(3) of the Pharmacy Act, 1948.

 Sir/Madam,

1. The Pharmacy Council of India (PCI) is a statutory body working under the Ministry of Health and F.W., Government of India, New Delhi. It is constituted under the Pharmacy Act, 1948 and is responsible for regulation of pharmacy education for the purpose of registration as a pharmacist and practice of profession of pharmacy in the country.

2. The 120th Central Council of the PCI in its meeting held in 3rd May & 1st June, 2025 has approved the Regulations on **“Pharmacist Recruitment, Promotion and Service Regulations, 2025”**.

3. The Council would, appreciate to have considered comments of the State Governments / Union Territories on the enclosed proposed amendments within 3 months of issuance of this letter as required under sub-section (3) of section 10 of the Pharmacy Act, 1948 to enable the Pharmacy Council of India to take further action in the matter.

This issue is with the approval of Competent Authority.

Yours faithfully

Digitally signed by
 ANIL MITTAL
 Date: 18-11-2025
 13:07:15

(ANIL MITTAL)

Registrar-cum-Secretary

CC to -

AHS Section

Ministry of Health and Family Welfare
 Nirman Bhawan, New Delhi-110002

Email: ahssection@gmail.com;
ahssection-mohfw@gov.in,
amit.kumar82@nic.in

(ANIL MITTAL)
Registrar-cum-Secretary

PHARMACY COUNCIL OF INDIA
(Pharmacist Recruitment, Promotion and Service Regulations, 2025)

NOTIFICATION

New Delhi, the _____ November, 2025.

No. 10-82/2025-PCI: In exercise of the powers conferred by section 10 and 18 of the Pharmacy Act, 1948, the Pharmacy Council of India, with the approval of the Central Government, hereby makes the regulations namely:

1. Short title and commencement:

- (a) These Regulations may be called the **Pharmacist Recruitment, Promotion and Service Regulations, 2025**.
- (b) They shall come into force from the date of its publication in the official Gazette.

2. Objectives:

The main objective of the regulations is to regulate the recruitment process, promotion, service condition and job responsibilities of pharmacy professionals in various cadres of Pharmacy Services (Allopathic).

3. Definitions:

In these Regulations, unless the context otherwise requires –

- (a) “Act” means the Pharmacy Act, 1948 (8 of 1948).
- (b) “Practice of Pharmacy” means:
 - i. Interpretation, evaluation and implementation of medical orders; dispensing of prescriptions, drug orders;
 - ii. Participation in drug and device selection, drug administration, drug regimen reviews and drug or drug related research;
 - iii. Provisions of patient counseling and the provision of those acts or services necessary to provide pharmaceutical care in all areas of patient care including primary care; and
 - iv. Responsibility for compounding and labeling of drugs and devices (except labeling by a manufacturer, repacker or distributor of non-prescription drugs and commercially packaged legend drugs and devices) proper and safe storage of drugs and devices and maintenance of proper records for them.
- (c) “Compounding” means the preparation, mixing, assembling, packing or labeling of a drug or device

- (i) as the result of a practitioner's prescription drug order (or) initiative based on the practitioner /patient/pharmacist relationship in the course of professional practice, or
- (ii) for the purpose of, or as an incident to research, manufacturing, teaching, clinical trial or chemical analysis including drug analysis and not for sale or dispensing.

Note: Compounding also includes the preparation of drugs or devices in anticipation of prescription, observed prescribing patterns.

- (d) "Dispensing" means the interpretation, evaluation, supply and implementation of a prescription, drug order, including the preparation and delivery of a drug or device to a patient or patient's agent in a suitable container appropriately labeled for subsequent administration to, or use by, a patient.
- (e) "Distribute" means the delivery of a drug or device other than by administering or dispensing.
- (f) "Patient counseling" means the oral communication by the pharmacist of information to the patient or caregiver, in order to ensure proper use of drugs and devices.
- (g) "Pharmaceutical care" means the provision of drug therapy and other patient care services intended to achieve outcomes related to the care or prevention of a disease, elimination or reduction of a patient's symptoms, or arresting or slowing of a disease process, as defined by the Pharmacy Council of India.
- (h) "Pharmacy Practitioner" means an individual (Community Pharmacist/ Hospital Pharmacist/ Clinical Pharmacist/ Drug information Pharmacist) currently licensed, registered or otherwise authorized under the Act to counsel or otherwise and administer drugs in the course of professional practice.
 - i. "*Community pharmacist*" means an individual currently registered and who works according to legal and ethical guidelines to ensure the correct and safe supply of medical products to the general public. They are involved in maintaining and improving people's health by providing advice and information as well as supplying prescription medicines.
 - ii. "*Hospital Pharmacist*" means an individual currently registered and who works in a hospital pharmacy service, primarily within the public / private sector. They are responsible for ensuring the safe, appropriate and cost-effective use of medicines. Hospital pharmacists use their specialist knowledge to dispense drugs and advise patients about the medicines which have been prescribed. They work collaboratively with other health care professionals to devise the most appropriate drug treatment for patients. Some pharmacists are also involved in manufacturing required drug treatments.
 - iii. "*Drug Information Pharmacist*" means an individual currently registered who works in a community pharmacy/hospital Pharmacy/teaching hospital/ other health care settings and provides information and advice regarding drug interactions, side effects, dosage and proper medication storage to patients/physicians/dentists/other health care professionals.

- iv. “*Clinical Pharmacist*” means an individual currently registered and who provides patient care that optimizes the use of medication and promotes health, wellness and disease prevention. Clinical pharmacists care for patients in all health care settings. Clinical pharmacists often collaborate with physicians and other healthcare professionals.
- (i) “*Registered Pharmacist*” means a person whose name is for the time being entered in the register of the State in which he is for the time being residing or carrying on his profession or business of pharmacy under the Pharmacy Act, 1948.
- (j) ‘*Degree of a recognized University*’ means “a Degree in Pharmacy of University incorporated by an Act of the Central legislature in India, or other educational institutions established by an Act of Parliament, or declared to be an University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Pharmacy Council of India.
- (k) “*Diploma of a recognized Board/University*” means a Diploma in Pharmacy of a Board/University incorporated by an Act of the Central legislature in India, or other educational institutions established by an Act of Parliament, or declared to be an University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Pharmacy Council of India.
- (l) “*Prescription*” means a written or electronic direction from a Registered Medical Practitioner or other properly licensed practitioners such as Dentist, Veterinarian, etc. to a Pharmacist to compound and dispense a specific type and quantity of preparation or prefabricated drug to a patient.

4. Effect of Regulations

- (a) Notwithstanding anything contained herein, individuals who, at the commencement of these Regulations, are holding regular appointments in service shall not be subject to the provisions of these Regulations.
- (b) Any matter not expressly provided for in these Regulations shall be governed, by the provisions of the Pharmacy Act, 1948 and the Pharmacy Practice Regulations, 2015, as amended from time to time.

5. Classification and cadre/grades of posts:

- 5 (1)** The Pharmacy services (Allopathic) shall consist of the following classification and cadre posts carrying the scales of pay as shown in **Schedule-I & Schedule-II**:
- 5 (2)** Each of the six categories under **Schedule-I** shall form an independent cadre. Members of any lower category shall have no claim for appointment to a higher category except in accordance with the provisions made in these regulations.
- 5 (3)** The officers of above categories under **Schedule-II** shall have gradations and they will be promoted upto pay band of Rs. 15600-39100/- with associated grade pay of Rs. 5400/-.
- 5 (4)** The promotional avenues of different cadre of Pharmacy Officers are provided under **Schedule-III**.

6. Composition and strength of the service:

On the commencement of these regulations, the number of posts under each category as provided under Schedule I & II shall be under the purview of the concerned central/state government which may increase time to time.

7. Method of Recruitment:

- (a) Recruitment to the service after the commencement of these regulations shall be made by either (i) by direct recruitment; and/or (ii) by promotion.
- (b) The nomenclature of the pharmacist already in service before the commencement of these regulations shall be changed in tune with this regulations and a notification in this regard will be published by the concerned Central/State government.
- (c) The number of posts reserved for direct recruitment and for promotion will be governed by the reservation policy of the concerned Central/State Government.

8. Direct Recruitment:

- (a) Whenever there is a vacancy to be filled up by direct recruitment to the service, it should be in accordance with the pay level as provided in these regulations and as amended time to time.
- (b) The competent authority of the Central/State/UT Government shall send requisition to the concerned recruitment authority of the Central/State/UT in full adherence with these regulations.

9. Qualification for Direct Recruitment:

- (a) **Age:** The age of the candidate for direct recruitment should be as per the policies of the concerned Central/State/UT Government in this behalf, from time to time.
- (b) **Academic Qualification:** As provided under Schedule-III of these regulations, 2025.

10. Penalty for Misconduct:

- (a) The penalty for misconduct shall be as per Pharmacy Act, 1948; the Pharmacy Practice Regulations, 2015 and amendments time to time and any other conduct rules that may apply.

11. Job Responsibilities and Posting:

The job description and place of posting of different cadre/grade of pharmacy officers are provided under **Schedule IV**.

12. Review of Cadre Strength:

All matters relating to the number of posts in various cadre/grade of the Service; the addition of any post in the cadre; and any other matter specified in Schedule I & II, shall be reviewed from time to time by an appropriate Cadre Review Committee of the Central/ State/UT.

13. Miscellaneous:

Except as provided in these Regulations, all matters relating to allowances, leave, pensions, discipline and other conditions of service shall be regulated by the general Rules framed by the concerned Central/State/UT Government from time to time.

14. Power to Amend:

Whenever the Pharmacy Council of India is of opinion that it is necessary or expedient so to do, for the furtherance of the profession, it may amend any of the provision of these regulations with the approval of the Central Government from time to time.

15. Saving:

Nothing in these regulations shall affect reservation, relaxation of age limit in the time of recruitment & superannuation and any other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes etc. or any other guidelines issued by the Central/State/UT Government in this regard.

SCHEDULE- I

Sl. No.	Position Title	Classification	Scale of Pay (Rs.) (7th CPC)
1	Pharmacy Officer	Group B Level- 7	PB 9300-34800 GP 4600
2	Senior Pharmacy Officer	Group B Level- 8	PB 9300-34800 GP 4800
3	Assistant Chief Pharmacy Officer	Group B Level- 9	PB 9300-34800 GP 5400
4	Chief Pharmacy Officer	Group A Level- 10	PB 15600-39100 GP 5400
5	District Pharmacy Officer/Deputy Director (Pharmacy)	Group A Level- 11	PB 15600-39100 GP 6600
6	Joint Director (Pharmacy)	Group A Level- 12	PB 15600-39100 GP 7600

SCHEDULE-II

Sl. No.	Position Title	Classification	Scale of Pay (Rs.) (7th CPC)
1	Drug Information Pharmacy Officer	Group B Level- 8	PB 9300-34800 GP 4800
2	Clinical Pharmacy Officer	Group B Level- 8	PB 9300-34800 GP 4800

SCHEDULE- III

Sl. No	Grade/Name of Posts	Percentage of posts to be filled up by		Minimum Conditions of Eligibility for Promotion and Direct Recruitment
		Direct Recruitment	Promotion	
1	2	3	4	5
1. Group A, Senior Grade (Gazetted)				
	Joint Director (Pharmacy) PB Rs. 15600-39100 GP Rs. 7600 (Level- 12)	Nil	100%	The post shall be filled by promotion from the confirmed members of the service who have rendered not less than 1(one) year service as Deputy Director (Pharmacy).
2. Group A (Gazetted)				
	District Pharmacy Officer/ Deputy Director (Pharmacy) PB Rs. 15600-39100 GP Rs. 6600 (Level- 11)	Nil	100%	The posts shall be filled by promotion from the confirmed members of the service who have rendered not less than 02 (two) years of service as Chief Pharmacy Officer and have successfully obtained Degree in Pharmacy from PCI recognized Institute/University.
	Chief Pharmacy Officer PB 15600-39100 GP 5400 (Level- 10)	Nil	100%	The posts shall be filled by promotion from the confirmed members of the service with D.Pharm qualification and have rendered not less than 5 years of service, 3 years for Degree holders as Chief Pharmacy Officer.
3. Group B				
	Assistant Chief Pharmacy Officer PB Rs. 9300-34800 GP Rs. 5400 (Level-9)	Nil	100%	The posts shall be filled by promotion on seniority basis from the confirmed members of the service who have rendered not less than 05 (five) years of service as Senior Pharmacy Officer/ Drug Information Pharmacy Officer/ Clinical Pharmacy Officer in the cadre.

4. Group B				
	Senior Pharmacy Officer PB Rs. 9300-34800 GP Rs. 4800 (Level-8)	Nil	100%	100% of the posts shall be filled by promotion on seniority basis from the confirmed members of the service who have rendered not less than 07 (seven) years of service as Pharmacy Officer in the cadre.
	Pharmacy Officer PB Rs. 9300-34800 GP Rs. 4600 (Level-7)	100%	Nil	The post shall be filled by direct recruitment having Diploma/Degree in Pharmacy from a PCI recognized Institute/University and must be a registered Pharmacist in the state Pharmacy Council having valid registration.

SCHEDULE-IV

Sl. No	Grade/Name of Posts	Percentage of posts to be filled up by		Minimum Conditions of Eligibility for Promotion and Direct Recruitment
		Direct Recruitment	Promotion	
1	2	3	4	5
1. Group B				
	Drug Information Pharmacy Officer PB Rs. 9300-34800 GP Rs. 4800 (Level-8)	100%	Nil	100% of the posts shall be filled by direct recruitment having Minimum Degree in Pharmacy from a PCI recognized Institute/University and must be a registered Pharmacist in the state Pharmacy Council having valid registration.
	Clinical Pharmacy Officer PB Rs. 9300-34800 GP Rs. 4800 (Level-8)	100%	Nil	100% of the posts shall be filled by direct recruitment having Minimum Degree in Pharmacy from a PCI recognized Institute/University and must be a registered Pharmacist in the state Pharmacy Council having valid registration.

SCHEDULE-V

JOB RESPONSIBILITIES AND PLACE OF POSTING OF PHARMACY OFFICERS

1. Name of the post: PHARMACY OFFICER

Place of posting: Sub-Centres, Health & Wellness Centres, Primary Health Centres, Community Health Centres, Civil Hospitals, District Hospitals and all other Hospitals including Medical Colleges and Pharmacy Colleges.

First Level Supervisor: SENIOR PHARMACY OFFICER.

Job responsibilities -

In Hospital:

1. Dispensing of medicines to patients on the prescription of the registered medical practitioner.
2. Provide counselling and health education to the patient.
3. To manage the pharmacy department.
4. Maintain records of Adverse Drug Events.
5. Provide pharmaceutical care to the out-patients and in-patients.
6. Formulate extemporaneous preparation and specialized products.
7. Discuss with clinician and other health professionals to provide better patient care.
8. Prescription survey for better therapeutic outcome.
9. To ensure the availability of Drugs as per the latest National List of Essential Medicines (NLEM).
10. Attend emergency duty as and when required.
11. Indent and to check the drugs, medical devices and other items.
12. Documentation of records of the equipment and other supplies of the unit.
13. Documentation of records and literature.

In Store Management:

1. Responsible for the supervision of Hospital/Health unit stores for the safe storage, protection from loss, damage or deterioration in the conditions of stocks entrusted to his charge.
2. Prepare and submit regular indents to the medical store depot in accordance with the delivery programme issued by the depot from time to time.
3. To take necessary steps to replenish stocks well in advance to avoid the items going out of stock.
4. Examine, count, measure or weighed as the case may be, before stock is received.
5. He will bring to notice to the officer in charge of such items which are accumulating in the store beyond the need of the hospital/centre and contact the medical store depot for their liquidation.
6. He will be responsible for correct accounting of all stores and for maintaining stocks and issue registers and inventories in respect of both consumables and dead stock.
7. He will initial all entries in the stock ledger pertaining to the receipts and issue of the stores, receipt and entries will be made in red ink and issued in blue ink.
8. He shall issue to pharmacist etc, stores under his custody only on the authorization of the officer-In- charge.
9. He will be responsible for obtaining written acknowledgement from the persons to whom the items are issued from the store. These should be maintained in the register.
10. He will comply with all instructions regarding stores-custody and accounting procedure issued by the Directorate/M.S Depot from time to time or prescribed order of the general financial rule.

Essential Drugs and Vaccines:

1. Review of quantification of annual drug requirements of the country/state.
2. Verification of the annual indents received from storekeepers of different hospitals.
3. To visit the hospitals for inventory monitoring, physical verification and analysis.
4. To correspond with suppliers on the supply of drugs and non-drugs.
5. To discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service.
6. To correspond with the different hospitals and mobilize the shortly expiring drugs
7. Miscellaneous work

2. **Name of the post: SENIOR PHARMACY OFFICER**

Place of posting: Sub-Centres, Health & Wellness Centres, Primary Health Centres, Community Health Centres, Civil Hospitals, District Hospitals and all other Hospitals including Medical College and Hospital.

First Level Supervisor: ASSISTANT CHIEF PHARMACY OFFICER.

Job responsibilities:

1. Develop plans on pharmaceutical supplies and mobilize necessary funds.
2. Plan and coordinate the departmental activities.
3. Manage pharmacy services in hospitals.
4. Monitor and provide supervision to the staff including student trainees
5. Supervise and monitor the Adverse Drug Events.
6. Participate in educational and research programs.
7. Conduct Antibiotic Resistance studies.
8. Supervision of hospital wards for the in-patients.
9. Discuss with clinician and other health professionals to provide better patient care.
10. Provide continuing education and assist superior.
11. Supervise and train subordinates (Pharmacists and pharmacy technician and other health workers)

In Store Management:

1. Responsible for the supervision of Hospital/Health unit stores for the safe storage, protection from loss, damage or deterioration in the conditions of stocks entrusted to his charge.
2. Prepare and submit regular indents to the medical store depot in accordance with the delivery programme issued by the depot from time to time.
3. To take necessary steps to replenish stocks well in advance to avoid the items going out of stock.
4. Examine, count, measure or weighed as the case may be, before stock is received.
5. He will bring to notice to the officer in charge of such items which are accumulating in the store beyond the need of the hospital/centre and contact the medical store depot for their liquidation.
6. He will be responsible for correct accounting of all stores and for maintaining stocks and issue registers and inventories in respect of both consumables and dead stock.
7. He will initial all entries in the stock ledger pertaining to the receipts and issue of the stores, receipt and entries will be made in red ink and issued in blue ink.
8. He shall issue to pharmacist etc, stores under his custody only on the authorization of the officer-in-charge.
9. He will be responsible for obtaining written acknowledgement from the persons to whom the items are issued from the store. These should be maintained in the register.
10. He will comply with all instructions regarding stores-custody and accounting procedure issued by the Directorate/M.S Depot from time to time or prescribed order of the general financial rule.

In Supplies Management

1. Monitor quantification, procurement and distribution of medical supplies.
2. Monitor indents and suppliers.
3. Supervise subordinates and train other staff.
4. Prepare plans and budget.
5. Provide continuing education to the health workers.

3. Name of the post: ASSISTANT CHIEF PHARMACY OFFICER

Place of posting: Community Health Centre, Medical Colleges, District Hospital, Medical College and Hospital, CMO/DMO, Directorates.

First Level Supervisor: CHIEF PHARMACY OFFICER.

Job responsibilities

1. Coordinate planning and implementation of relevant activities including mobilization of resources.
2. Conduct research activities and facilitates international networking.
3. Conduct supervision and training for subordinates and health workers.
4. Manage the pharmacy department of a hospital
5. Monitor and evaluates relevant activities.
6. Carry out any other duties assigned by superiors.
7. To assist in procurement of drugs, medical devices and other items.

In Store Management:

1. Responsible for the supervision of Hospital/Health unit stores for the safe storage, protection from loss, damage or deterioration in the conditions of stocks entrusted to his charge.
2. Prepare and submit regular indents to the medical store depot in accordance with the delivery programme issued by the depot from time to time.
3. To take necessary steps to replenish stocks well in advance to avoid the items going out of stock.
4. Examine, count, measure or weighed as the case may be, before stock is received.
5. He will bring to notice to the officer in charge of such items which are accumulating in the store beyond the need of the hospital/centre and contact the medical store depot for their liquidation.
6. He will be responsible for correct accounting of all stores and for maintaining stocks and issue registers and inventories in respect of both consumables and dead stock.
7. He will initial all entries in the stock ledger pertaining to the receipts and issue of the stores, receipt and entries will be made in red ink and issued in blue ink.
8. He shall issue to pharmacist etc, stores under his custody only on the authorization of the officer-In- charge.
9. He will be responsible for obtaining written acknowledgement from the persons to whom the items are issued from the store. These should be maintained in the register.
10. He will comply with all instructions regarding stores-custody and accounting procedure issued by the Directorate/M.S Depot from time to time or prescribed order of the general financial rule.

4. Name of the post: CHIEF PHARMACY OFFICER

Place of posting: District and Headquarter Hospital, Medical College and Hospital, DMO/CMO and Directorate.

First Level Supervisor: DEPUTY DIRECTOR (PHARMACY).

Job responsibilities

1. Review of quantification of annual drugs requirements of the District.
2. Visit hospitals/health units for inventory monitoring, physical verification and analysis.
3. Corresponds with hospitals/health units and mobilize the excess stock and shortly expiring drugs.
4. Control, supervise and monitor the procurement of drugs and equipments and its storage with correct and existing rules/regulations.
5. To impart post academic practical training to the Pharmacists.
6. Responsible for all the administrative and professional matters/issues within his/her jurisdiction.

Whenever the **CHIEF PHARMACY OFFICER** is posted in Directorate, they shall perform the followings additional duties;

1. Analyze and initiates the matters/issues related to administration and profession of Pharmacy.
2. Assists superiors in all the administrative functions.
3. Supervise and analyze the working of pharmacy officers for the delivery of the optimum pharmaceutical care and services.
4. Ensure that professional policies, standards, Acts and Rules, regulations are properly implemented.

In Store Management:

1. Responsible for the supervision of Hospital/Health unit stores for the safe storage, protection from loss, damage or deterioration in the conditions of stocks entrusted to his charge.
2. Prepare and submit regular indents to the medical store depot in accordance with the delivery programme issued by the depot from time to time.
3. To take necessary steps to replenish stocks well in advance to avoid the items going out of stock.
4. Examine, count, measure or weighed as the case may be, before stock is received.
5. He will bring to notice to the officer in charge of such items which are accumulating in the store beyond the need of the hospital/centre and contact the medical store depot for their liquidation.
6. He will be responsible for correct accounting of all stores and for maintaining stocks and issue registers and inventories in respect of both consumables and dead stock.
7. He will initial all entries in the stock ledger pertaining to the receipts and issue of the stores, receipt and entries will be made in red ink and issued in blue ink.
8. He shall issue to pharmacist etc, stores under his custody only on the authorization of the officer-In- charge.
9. He will be responsible for obtaining written acknowledgement from the persons to whom the items are issued from the store. These should be maintained in the register.
10. He will comply with all instructions regarding stores-custody and accounting procedure issued by the Directorate/M.S Depot from time to time or prescribed order of the general financial rule.

5. Name of the post: **DISTRICT PHARMACY OFFICER**
Place of posting: District Head Quarters.

First Level Supervisor: DEPUTY DIRECTOR (PHARMACY)

A District Pharmacy Officer is a state-level government healthcare professional responsible for the regulation and administration of pharmacy services within a specific district of a state. They are responsible for the management, coordination, and monitoring of all pharmaceutical services and the drug supply chain within a specific administrative district. They act as the technical advisor to the district's chief medical officer on all pharmacy-related matters and ensure compliance with pharmacy laws. However, the exact title and specific duties can vary by state.

Job responsibilities

The duties of a District Pharmacy Officer include both managerial and technical functions:

1. Supply Chain Management: Overseeing the receipt, storage, and distribution of all drugs and medical products within the district, from the state level down to primary health centres (PHCs). To oversee the reverse supply chain management to ensure the availability of quality medicines.
2. Inventory Control: Ensuring proper stock management, which involves maintaining records, monitoring stock levels, identifying slow-moving or near expiry drugs, and implementing principles like First Expiry First Out (FEFO).
3. Quality Assurance: Ensuring adherence to storage conditions and quality standards as per the Drugs and Cosmetic Rules, 1945, and other statutory acts.
4. Regulatory Compliance: Ensure all pharmacy operations comply with state and national laws, including proper record-keeping and the prevention of drug wastage.
5. Supervision and Training: Providing supervisory control over other pharmacists and storekeepers in the district's health facilities, arranging duty postings, and offering training support and guidance to sub-level staff.
6. Documentation and Reporting: Preparing monthly stock statements and other abstract reports and returns under the guidance of the Medical Superintendent/Chief Medical Officer.
7. Advisory Role: Serving as a member of various institutional committees, such as the Local Purchase Committee and Hospital Management Committee, to provide technical expertise on drug purchase and usage.
8. Supervision: Oversee the technical and administrative aspects of the pharmacy, including managing staff and ensuring all procedures are followed correctly.
9. Public Health Initiatives: Participating in public health programs such as vaccination drives, disease screening (e.g., diabetes and blood pressure), and promoting rational drug use and healthy lifestyles within the community.
10. Administration: Assist with administrative duties related to the pharmacy and may be involved in the recruitment process for other pharmacy roles.
11. Coordination and Monitoring: Their responsibilities involve planning, coordination, and monitoring of pharmaceuticals, human resources, and budgets for various health programs and facilities within the district, which requires a central location for effective management.
12. Liaison: They liaise with health managers, other health workers, and government programs, as well as state-level authorities, making the district headquarters the most logical and efficient base of operations.

Whenever the DISTRICT PHARMACY OFFICER is posted in Directorate, their nomenclature shall be DEPUTY DIRECTOR (PHARMACY).

6. Name of the post: **DEPUTY DIRECTOR (PHARMACY)**

Place of posting: Directorate.

First Level Supervisor: JOINT DIRECTOR (PHARMACY).

Job responsibilities

1. Coordinates and supervises the Pharmacy wing.
2. Develops and maintains Pharmacy services in accordance with the state and central rules, regulations, accepted standards, professional practices and Hospital policies.
3. Selects, orientates, supervises, instructs the Pharmacy cadres.
4. Responsible for the planning, supervision, coordination and successful execution of all activities related to pharmacy profession in the state.
5. Supervises the Pharmacy cadres including: hiring, orientation, determining workload and delegating Assignments, trainings, monitoring, scheduling and evaluating performance and initiating corrective and disciplinary actions.
6. Provide advices and opinions to government on pharmaceutical matters through appropriate Channels and networks.
7. Ensure that pharmacy cadre is represented on the drug and therapeutic Committee (DTC) at district and state levels.
8. Take proactive role in the efficient and cost effective procurement of drugs by actively involved in Purchasing or verifying committees of the supplies.
9. Responsible for the Administrative matters/issues related to Pharmacy in the State.

7. Name of the post: **JOINT DIRECTOR (PHARMACY)**

Place of posting: Directorate.

Job responsibilities

1. The Joint Director will support the Director in carrying out the duties and responsibilities in Pharmacy management.
2. Overseeing budgets, procurement and other administrative tasks related to the Pharmacy.
3. Shall be responsible for supervising subordinates.
4. The Joint Director will ensure that all Pharmacy related procedures and practices comply with the relevant statutory regulations and guidelines.
5. The Joint Director will monitor and ensure the quality of pharmacy services are provided.
6. Organizing and overseeing training programs for all healthcare professionals.
7. Coordinating with other departments within the organization to ensure smooth operations.

8. Name of the post: **DRUG INFORMATION PHARMACY OFFICER**

Place of posting: Community Health Centre, Medical College and Hospital, District and Headquarter Hospital,

Job responsibilities

1. Provide drug information services
2. Supervise pharmacy/PharmD students during the drug information rotation.
3. Participate in the administrative activities of the drug information center along with other faculty/ health care providers.

4. Develop and assist in developing drug monographs and reviews for the Pharmacy & Therapeutics Committee.
5. Write and edit drug information center publications such as newsletters and other publications.
6. Contribute to continuous quality improvement efforts related to drug information services.
7. Contribute to didactic drug information courses.
8. Complete at least 1 major research project related to drug information or other area of interest that is suitable for publication.
9. Present research activity at various forum.
10. Other Responsibilities and Activities:
 11. Participate in Pharmacy & Therapeutics Committee meetings
 12. Contribute to drug use management activities (DUE/DUR)
 13. Work with other faculty on drug information service-related projects as needed.
 14. Attend a major/ national pharmacy meeting.
 15. Participate in entrepreneurial activities of the drug information center.

9. Name of the post: CLINICAL PHARMACY OFFICER

Place of posting: Community Health Centre, Medical Colleges, District and Headquarter Hospital, Medical College and Hospital.

JOB RESPONSIBILITIES:

1. provide patient care which optimises the use of medication and promotes health, wellness and disease prevention in collaboration with physicians and other health care professionals;
2. (evaluate all medicare coverage requirement requests;
3. ensure compliance to all clinical procedures;
4. coordinate with pharmacy and medical staff to perform regular interventions according to present drugs;
5. perform regular evaluation on all usage and dosage of drugs;
6. ensure absence of all reactions;
7. assist all patients with assessment of patient orders;
8. (assist prescription infusion and ensure adherence to all laws and regulations;
9. gather, maintain and analyze all laboratory data;
10. record all required patient information;
11. make recommendations to change dosage if required;
12. administer and complete all pharmacy care plans;
13. perform reconciliation of all medications and supervise all sterile mixing processes; review all medications and equipments and ensure accuracy and effective functioning;
14. manage all communications with physicians and patients;
15. assist to resolve all patients within required timeframe;
16. maintain record of all medications for patients;
17. ensure absence of all discrepancies;
18. analyse all side effects and drug interactions;
19. retrieve clinical information for monitoring;
20. revision of the medication use process;
21. coordinate with all medical case managers;
22. evaluate all high risk members to prevent all risks;
23. participate in all patient associated meetings;
24. prepare all clinical documents;
25. Participate in all on call activities for pharmacy;

26. evaluate all pharmacy claim data and identify all clinical savings;
27. attend all therapeutic and pharmacy committee meetings;
28. design and maintain all medication protocols for all clinical pharmacists;
29. coordinate with all clinical team members to ensure optimal services;
30. provide support to all clinical programs;
31. ensure compliance to all medication process;
32. evaluate all data to administer all drug utilization patterns;
33. monitor all departmental activities;
34. analyse all quality improvement activities;
35. present all annual studies for management;
36. serve as a drug information resource;
37. contribute to drug use management activities;
38. work with other faculty on drug information service-related projects as needed;

Registrar cum Secretary