



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Nurse and Pharmacy Assistant

TEAM: Health Services

REPORTS TO: Senior Medical Officer

JOB PURPOSE:

1. The main function of this role is to manage the pharmacy in Georgetown Hospital under the direction of the Senior Medical Officer; ensuring medicines are managed in line with the NMC Standards for Medicine Management.
2. In addition you will be required to work as part of the multi-disciplinary team to provide good quality patient care to all patients, in accordance with the St Helena Nursing legislation and the NMC Code of Professional Conduct, for Nurses and Midwives (copy attached). This will include carrying out shift work as a nurse when operationally required.

The nature of this role means the post holder may need to work unsociable hours in evenings and weekends

MAIN DUTIES:

1. Under the guidance of the Medical Officers, manage the supplies for the pharmacy, and dry store (including ordering drugs and other consumables from suppliers).
2. Attend out-patient clinics and dispense medication and treatment as prescribed by the Medical Officers.
3. Keep the pharmacy and the dry store tidy; maintaining accurate stock records and statistics.
4. Take active part in maintenance of hygienic standards and cleanliness within the hospital environment.
5. To cover for Nursing Sisters in their absence in the provision of nursing care to patients admitted to the hospital and those attending on an outpatient basis
6. To attend all emergencies, whenever on duty or out of working hours, working within the hospital team.

7. Undertake any other related duties as requested by the Senior Medical Officer or Medical Officer.

RESPONSIBILITIES:

- Work in a professional manner as stated in the Professional Code of Conduct, (NMC).
- Maintain the health and safety of patients at all times.
- Maintain the patients' confidentiality at all times.
- Maintain a high quality of patient care using evidence-based practice.
- Treat patients politely, keeping their dignity and privacy. Respect patients' views, making sure that personal belief does not prejudice their care.
- Practice in accordance with protocols and guidelines set by doctors and nurses, using Department of Health guidelines.
- Assist in maintaining resources to a high standard.
- Responsible for own professional development using reflective practice and Continuing Professional Development.
- Participate in in-service training and attend any training, to keep up-to-date with current practices, recognising the limits of one's professional competence.
- Play an active role in health promotion activities to the community, participating in the prevention of disease.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Professionally registered nurse.
- Experience of working in an acute hospital setting, including administering medication to patients with complex needs.
- Must be able to give high attention to details and accuracy.
- The ability to work independently and use own initiative and judgement and to know when to refer matters is essential.
- Must be computer literate.
- The ability to maintain confidentiality at all times.
- Must have good customer care skills.
- Up to date evidence of Continuous Professional Development.

Desirable

- Registered Pharmacy Technician with GPC (or equivalent). To include NVQ Level 3 Pharmacy Services and Pharmaceutical Science (or equivalent) or willingness to study for this
- A clean valid driving licence is desirable.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

March 2026