



NOTES

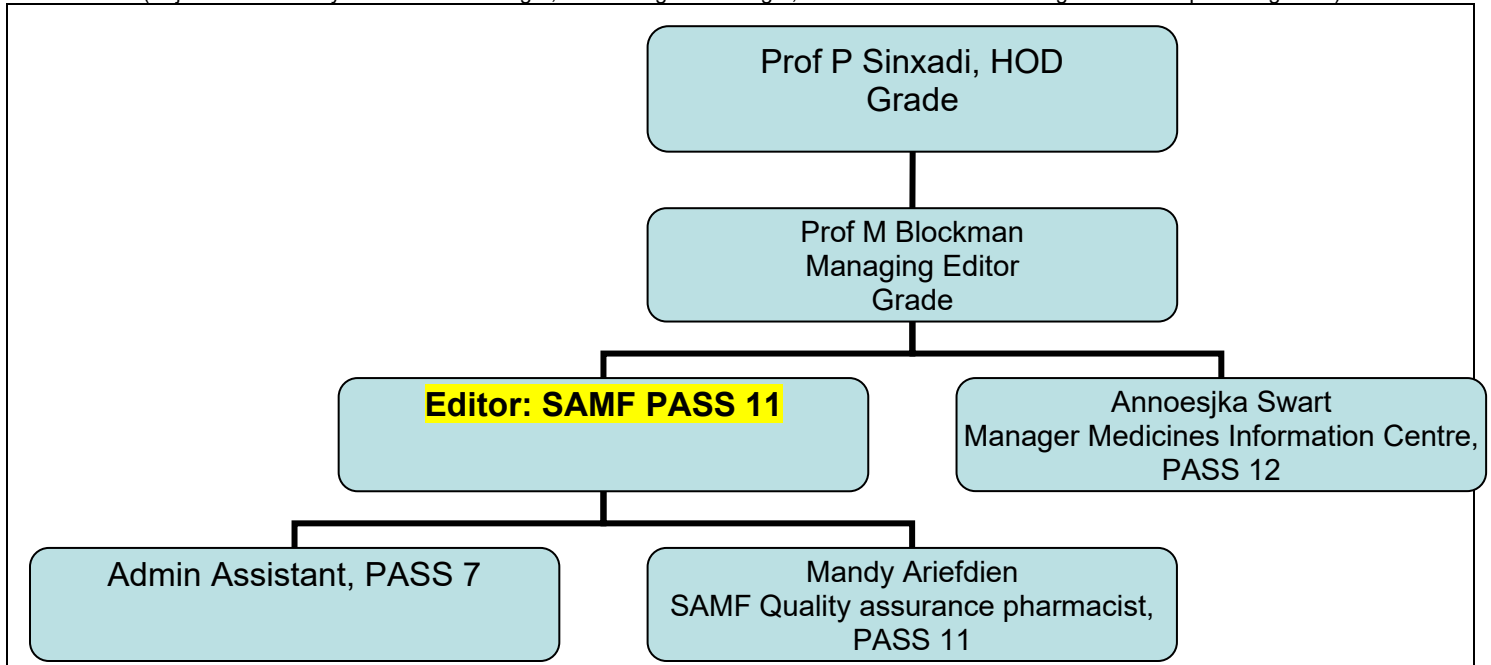
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Compiler-Editor: South African Medicines Formulary (SAMF)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PASS 11	Date last graded (if known)	
Academic faculty / PASS department	Health sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Clinical Pharmacology		
Date of compilation	02/06/2021; 21/04/2022		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is production of the SAMF from the planning stage through to digital or print-ready form for supply to the publishers for digital publishing, printing and marketing. This entails in depth review of the appropriate literature, collaborating with clinical consultants, co-editors and publishers, developing and evaluating new text, editing drug information and therapies, indexing the content, and aspects of proof-reading.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	In-house review	25	Current literature is reviewed and maintained. New drug profiles are added. New sections are added and sections are updated according to updates in the ATC classification. Existing drug profiles are reviewed and updated. New product information is added. Profiles are deleted/shrunk. Data is verified and referenced.	To ensure that the SAMF content is kept up to date with current medicines information
2	Consultant review	30	Selection of consultants is co-ordinated. A timetable is prepared. Reviewed data and reference material is sent to consultants. Return of consultant reviews is managed. New information is verified. Ambiguous or vague statements are clarified. Inconsistencies are discussed and corrected. Grammar, house style, spelling are corrected. New text discussed with co-editors. The section is edited accordingly. Reference material is sourced for consultants/co-editors on request.	To ensure distribution of SAMF content to expert reviewers so that clinical content is accurate and kept up to date.
3	Prepare SAMF for printing/publishing	15	Meetings with publisher are attended. Typesetting, spelling, numbering, index codes, house style, page numbering are checked and corrected. External proofreading is arranged and corrected accordingly. Indexing is arranged, checked and corrected. Document is converted to suitable format for printers and handed over. Final proofs from publisher are checked. Cover design is approved.	To enable a print-ready format of the updated content.
4	Prepare SAMF for the electronic version	30	Modify content appropriate to the electronic version. Ensure content is uploaded to the database. Insert cross-links. Ensure correctness and accuracy of content. Problem areas are discussed with publisher with the aim of finding solutions.	To ensure that the produced electronic version retains content integrity.

MINIMUM REQUIREMENTS

Minimum qualifications	BPharm			
Minimum experience (type and years)	Current registration as a pharmacist for at least 10 years At least five years of experience in scientific report writing, editing and proof reading			
Skills	<ul style="list-style-type: none"> • Task related/professional skills • Decision-making • Teamwork • Research skills • Quality commitment • Formal presentation • Building interpersonal relationships • Administrative skill • Creativity and innovation • Stress tolerance • Planning and organizing 			
Knowledge	<ul style="list-style-type: none"> • Task related/professional knowledge • Administrative knowledge • Creativity and innovation 			
Professional registration or license requirements	Registration with the SA Pharmacy Council (P01050)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Integrity, attention to detail			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Task related/professional knowledge and skills	2	Decision-making	2
	Planning and organising	2	Teamwork	2
	Work standards	2	Continuous learning	2
	Results focused	2	Research skills	2
	Client service	2	Quality commitment	2
	Formal presentation	2	Building interpersonal relationships	2
	Administrative knowledge and skill	1	Creativity and innovation	2
	Stress tolerance	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	All of the above listed under the KPAs
Amount and kind of supervision received	Minimal – monthly feedback meetings.
Amount and kind of supervision exercised	Minimal supervision of administrative colleague responsible for data collection.
Decisions which can be made	Content and format of the publication.
Decisions which must be referred	Management decisions involving finance and legal matters.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Administrative assistant, Head of Medicines Information Centre, Managing Editor, HOD, co-editors
External to UCT	App/website development team. SAMA team. Clinical consultants, contributors.

