

JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION
POSITION	PHARMACY INFORMATICS SPECIALIST
REPORTING TO	CHIEF MEDICAL INFORMATICS OFFICER
Key areas of responsibility:	<p>Provides functional leadership in integrating pharmacy practice, medication management, and digital health systems to ensure safe, efficient, and evidence-based medication use across all patient care and operational areas of the hospital.</p>
Overall Responsibilities:	<p>Act as the primary liaison between the Pharmacy Department, Digital & Connected Health / IT, and clinical teams for all pharmacy-related digital workflows.</p>
	<p>Lead the design, configuration, implementation, and optimization of pharmacy modules within the HIS, EMR, and ERP systems in alignment with institutional policies and accreditation standards.</p>
	<p>Standardize end-to-end digital workflows for medication prescribing, verification, dispensing, administration, medication reconciliation, returns, and recalls across all care settings.</p>
	<p>Coordinate with patient care areas including wards, ICUs, OTs, emergency services, and ambulatory clinics to ensure pharmacy digital workflows are seamlessly embedded into clinical practice and care continuity.</p>
	<p>Support implementation and optimization of medication safety systems including clinical decision support, allergy checks, drug–drug interactions, dose range checks, high-alert medication controls, and antimicrobial stewardship alerts.</p>
	<p>Coordinate with Pharmacy, Stores, Finance, and IT teams to design and maintain digital workflows for pharmacy procurement, indenting, receiving (GRN), batch and expiry tracking, and inventory control within HIS/ERP systems.</p>
	<p>Configure and monitor digital inventory parameters including min–max levels, reorder thresholds, ABC/VED categorization, stock valuation, and consumption analytics.</p>
	<p>Ensure digital traceability of medications from procurement to patient administration, supporting recall readiness and regulatory compliance.</p>
	<p>Analyze inventory and consumption data to support formulary optimization, cost containment, and uninterrupted medication availability.</p>
	<p>Ensure pharmacy and medication-related data supports patient safety goals, NABH standards, antimicrobial stewardship programs, and quality indicators.</p>
	<p>Monitor accuracy, completeness, and timeliness of pharmacy documentation and transactions through audits and system validations.</p>

	<p>Collaborate with Quality, Nursing Informatics, and Clinical teams to integrate pharmacy data into dashboards covering medication errors, turnaround times, stock utilization, and clinical outcomes.</p> <p>Uphold data privacy, cybersecurity, and confidentiality standards in all pharmacy-related digital activities.</p> <p>Contribute to the development, review, and maintenance of SOPs, policies, and governance frameworks related to digital medication management.</p> <p>Plan and deliver structured training programs to pharmacists and pharmacy staff to improve digital literacy, HIS usage, and compliance with digital workflows.</p> <p>Provide ongoing troubleshooting and functional support for pharmacy users during implementation, upgrades, and system changes.</p> <p>Continuously evaluate pharmacy digital workflows to identify inefficiencies, risks, and improvement opportunities.</p> <p>Evaluate emerging pharmacy technologies and digital solutions such as BCMA, automated dispensing systems, analytics tools, and integration platforms.</p> <p>Represent the Pharmacy Department in digital transformation initiatives, IT governance committees, medication safety forums, and quality improvement programs.</p> <p>Coordinate with external software vendors, system integrators, and support teams for pharmacy-related HIS modules and enhancements.</p> <p>Undertake additional responsibilities as assigned by the Head of Pharmacy or Chief Medical Informatics Officer in alignment with organizational priorities.</p>
Key Performance Indicators - Measurable Deliverables	<p>Percentage of pharmacy workflows executed digitally and without errors.</p>
	<p>Reduction in medication prescribing, dispensing, and documentation errors.</p>
	<p>Compliance rate with electronic medication management workflows.</p>
	<p>Accuracy of inventory records and adherence to reorder levels.</p>
	<p>User satisfaction score (pharmacy staff) with HIS and pharmacy systems.</p>
	<p>Timely resolution of pharmacy-related HIS incidents.</p>
	<p>Integration of pharmacy data into hospital quality and performance dashboards.</p>

Essential Qualification :	B.Pharm / M.Pharm / PharmD with certification or formal training in Pharmacy Informatics, Health Informatics, or Health Information Systems.
Professional Experience :	8 - 10 years of pharmacy experience, including at least 3 years in pharmacy informatics, HIS/EMR implementation, medication safety systems, or as a functional analyst / pharmacy SME in a healthcare IT environment.
Strong Skills :	Digital proficiency, medication safety expertise, data interpretation, analytical thinking, communication, problem-solving, training and mentoring, project coordination, interdisciplinary collaboration, and a digital transformation mindset.
Industry Preference :	Healthcare
Reporting structure :	Chief Medical Informatics Officer Functionally coordinates with Head of Pharmacy
Reportee	Nil
Key Interaction - Internal	Pharmacy staff, Nursing staff, Medical staff, HIS/EMR team, Quality, Infection Control, Finance, and Procurement
Key Interaction - External	HIS and pharmacy software vendors, automation solution providers, and technical support teams
Knowledge and Technical competencies/Skills:	Strong computer proficiency including MS Excel, Word, and PowerPoint.
	Proficiency in HIS, EMR and ERP
	In-depth understanding of pharmacy workflows including procurement, storage, prescribing, dispensing, administration, inventory, and pharmacovigilance.
	Knowledge of healthcare interoperability standards such as HL7, FHIR, ICD-10, SNOMED CT, and drug databases.
	Experience with clinical decision support systems and medication analytics dashboards.
	Familiarity with NABH standards, medication management regulations, and accreditation requirements.
	Strong commitment to data security, confidentiality, and ethical digital practices.
	Ability to coordinate with IT teams for workflow design, testing, validation, go-live support, and optimization.

Salary Structure	Salary to commensurate as per industry standards
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GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.
2. No accommodation will be provided.
3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to office@iiscmedicalschoolfoundation.org on or before **27/02/2026,5.00 PM** with the subject line: **“Application for Pharmacy Informatics Specialist”**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.