

Pharmacy Volunteer

Job Title: Pharmacy Volunteer	FLSA Status: Exempt Volunteer
Department: Volunteer Services	
Reports to: Pharmacy Director	Date: October 11, 2016

Summary

The pharmacy volunteer assist the pharmacy staff as needed.

Duties and Responsibilities

1. Assist pharmacy department personnel in making home packs for the Emergency Department patients.
2. Deliver to all departments of Mason General Hospital that maintain a floor stock of drugs.
3. Receive, unpack, check against invoice and place in proper storage area all drug products delivered to the Pharmacy.
4. Miscellaneous filing of paperwork as directed by the Pharmacy Technician.
5. Pick up orders, messages and all drug records from all patient care areas of the hospital.
6. Assist the Pharmacist in meeting the department goals in operation of the Pharmacy.
7. Maintain working area in a clean and orderly condition.
8. Restocking the various supplies used in the Pharmacy Department.

Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

Pharmacy Volunteer

Required Qualifications:

Education:

High School Diploma or GED

Experience:

None.

Licenses, Certifications, Registrations:

none

Knowledge, Skills, Abilities:

- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.
- Must complete the MGH Volunteer training

Additional Information:

- All patient information is to be kept confidential.
- Volunteers must not give medical advice to clients and will be trained on the resources available to help patients and families get questions answered.

Physical Requirements

THE FOLLOWING INFORMATION IS PROVIDED IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA):

Read: Ability to read patient demographic data (name, date-of-birth, address, etc.)

Speak: Ability to communicate in a professional manner.

Write: Ability to write legible messages inter-office.

Reasoning: Ability to carry out instructions provided in written or oral form

Ability to discern handwriting and written directions

Education and/or experience: 18 years of age or older.

Degree of physical demands:

Light work: Exerting up to 20 pounds of force occasionally and/or 10 pounds frequently, and a negligible amount of force constantly. Able to sit, stand, walk, bend.

Reaching: Extending the hand(s) and arm(s) in any direction.

Handling: Holding, grasping, turning, working with hand(s)

Hearing: Ability to accurately hear information given in person.

Fingering: Good manual dexterity.

Degree of visual aspects:

Acuity: Near clarity of vision at 20" or less

Color Vision: Ability to see colors with regard to medications.

Machines, tools, equipment which may be representative by not all inclusive

Computer, Telephone, Copier, Printer