

Volunteer Service Description

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| <i>Position Title: Pharmacy</i> | |
| <i>Issue Date: 6/25/09</i> | <i>Manager and supervisor of volunteer: Teresa Liston-Crain, David Wagenman (SMH), Karen Mulder, Steve Blanton (SGH)</i> |
| <i>Objective:</i> | The volunteer supports the staff in a variety of ways: equipment and clerical support, running errands within the hospital and assisting with daily routine duties as assigned. The volunteer can assist with answering phone calls & triaging need for a technician vs. a pharmacist. If the volunteer has pharmacy intern or pharmacy technician registration additional technician duties as assigned. |
| <i>Hours:</i> | Monday-Sunday Preferred 7am-1am |
| <i>Qualifications:</i> | Friendly positive attitude. Works well with patients, staff and visitors. Can take directions willingly |
| <i>Training:</i> | Hospital orientation and specific departmental orientation. |
| <i>Competencies:</i> | Confidentiality Phone etiquette |
| <i>Responsibilities:</i> | Assist pharmacy staff with non-controlled non-hazardous medication delivery Assist pharmacy staff with answering telephones & door Assist pharmacy staff with restocking of forms / supplies (not to include medications) Assist with ensuring adequate pneumatic tube supply Without pharmacy registration, will be able to observe for educational purpose. With Pharmacy Intern or Technician Registration (after department training): Medication Pre-packaging Inventory auxiliary labeling, stocking Pyxis Refill Unit Dose Medication Filling & Other Technician duties as assigned/trained |
| <i>Requirements:</i> | Limited to pre-pharmacy students. Volunteers must call the department they are volunteering in if they will be unable to make their shift. SMH Main Pharmacy 733-1815 SGH Main Pharmacy 733-3016 Pharmacy technician registration or Pharmacy Intern registration preferred. Certificate to be provided to Volunteer Services department before volunteer starts first shift. |