



JOB DESCRIPTION FORM

Job Title:

Pharmacist Intern

Location:

FHP/Saipan

Job Summary:

Reports directly to the Pharmacist-In-Charge and responsible for the preparation of the prescription by retrieving, counting, pouring, weighing, measuring, and mixing the medication. Also demonstrates appropriate aseptic technique when preparing IV admixtures. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient. Assist with prescription counseling as needed. Performs other functions as determined by the PIC or registered pharmacist.

Duties and Responsibilities:

1. Greets and receives customers and provides assistance by explaining and clarifying prescriptions, answering simple queries, providing assistance in locating pharmacy items and etc.
2. Assists the Registered Pharmacist in providing and dispensing medication and other health care products to patients.
3. Receives written prescriptions or requests for prescription refills from patients and prescriptions sent electronically from the doctor's office.
4. Performs routine tasks to help prepare prescribed medication for patients, such as counting tablets and labeling bottles.
5. Consults the PIC and/or Registered Pharmacist for questions regarding prescriptions, drug information, or health matters.
6. Verifies whether the information on the prescription is complete and accurate.
7. Prepares the prescription by retrieving, counting, pouring, weighing, measuring, and mixing the medication. Utilizes appropriate aseptic technique when working in a clean room environment.

8. Prepares the prescription labels, selects the type of prescription container, and affixes the prescription and auxiliary labels to the container.
9. Computes and determines price and files the prescription, which must be checked by a Registered Pharmacist before it is given to the patient.
10. Establishes and maintains patient profiles, prepares insurance claim forms, and stocks and takes inventory of prescription and over-the-counter medications.
11. Provides counseling on prescriptions as needed or as determined by the PIC or registered pharmacist.
12. Performs prescription transfers as needed.
13. Records hours for utilization in accredited intern program as needed.

Job Specifications:

1. Actively attending accredited pharmacy program to obtain degree in pharmacy.
2. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
3. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
4. Outstanding oral and written communication skills.
5. Strong ethics and a high level of personal and professional integrity.
6. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
7. Computer literate and very highly proficient in using MS office programs.
8. Flexibility to accept tasks as defined by the PIC or registered pharmacist