



## Intern Job Description

Intern Position Title: Medication Assistance Program Intern

Purpose/objective: The Medication Assistance Program Intern will assist the Medication Assistance Program Coordinator and the pharmacist in ordering medications for clinic patients. As an intern, you will help ensure a continuous supply of medication for the Open Door Clinic Pharmacy. Intern will help with the re-order of medications from pharmaceutical companies and track medication requests online through The Pharmacy Connection (TPC). TPC is the program used to track the status of all patients' PAP medications. This is a non-paid position.

Location: Open Door Clinic within UMWC 1390 Capital Blvd. Raleigh NC, 27603

Key responsibilities: (Include, but are not limited to)

1. Assist pharmacy staff with unpacking medication orders, monitoring inventory and general pharmacy operations
2. Provide assistance with other special projects as deemed appropriate

Skills & interests: Health Care Management, Pre-Health

Time commitment: 10 hours per week

Schedule: Available shifts are between the hours of Monday - Thursday 9am - 6pm

Training/support provided: Training will be conducted during the first several shifts. Staff will always be around for support.

Benefits: Be a part of a multidisciplinary clinic team providing care to patients in need in the community. Experience pharmacy practice in a unique ambulatory care setting and help provide approximately 40,000 prescriptions each year.

Intern Supervisor: Patient Assistance Program Coordinator and Pharmacy Manager