



Intern Job Description

Intern Position Title: Pharmacy Assistant Intern

Purpose/objective: The Pharmacy Assistant Intern position is a non-paid position that helps the UMWC Pharmacy with providing free medications to low-income, non-insured patients of the Open Door Clinic. The intern will assist in filling prescriptions, inventory management, medication delivery and other pharmacy administrative tasks as needed.

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

Key responsibilities:

1. Accurately count and label medications in accordance with state pharmacy law.
2. Check in and process medication packages and orders received from the Patient Assistance Program, Direct Relief, AmeriCares, Quest Pharmaceuticals and Henry Schein.
3. Maintain accurate inventory in pharmacy software program. Notify staff of any discrepancies discovered.
4. Assist in the collection, organization, and removal of expired medications.
5. Scan and upload pharmacy documents (prescriptions/refill sheets) into EHR system.
6. Assist in curbside medication delivery.

Qualifications and Education:

1. High school diploma and minimum two years of college required
2. Bilingual English/Spanish preferred, but not required
3. Preference given to candidate pursuing a career in pharmacy or healthcare

Time commitment: Minimum of 10 hours per week

Schedule: Available shifts are Monday-Thursday anytime between 9am-6pm

Training/support provided: Training will be done during your first few shifts and staff will always be close by for ongoing 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: Pharmacy Manager