



Position Title: Pharmacy Support Specialist Intern

Status: Internship

Department: Open Door Clinic

Reports To: Pharmacy Manager

Job Description:

Are you passionate about healthcare, community service, and making a meaningful difference in the lives of those in need? The Open Door Clinic is seeking a dedicated and motivated Pharmacy Support Specialist Intern to join our team. As an ambulatory free clinic serving low-income, non-insured, adult residents in Wake County, we are committed to providing essential medical services to our community.

Responsibilities:

1. Medication Inventory Management:

- Assist the pharmacist in maintaining an accurate inventory of medications and supplies.
- Perform regular inventory checks to ensure that essential medications are always available to meet patient needs.
- Collaborate with the pharmacist to reorder medications as necessary, following established procedures and guidelines.

2. Medication Processing:

- Assist in the accurate preparation and labeling of prescription medications in compliance with pharmacy regulations.
- Help maintain the cleanliness and organization of the pharmacy area to ensure a safe and efficient working environment.
- Gain hands-on experience in using pharmaceutical software to process and document prescriptions.

3. Medication Distribution:

- Work closely with the pharmacist to ensure the timely and safe distribution of medications to patients.
- Collaborate with healthcare professionals to optimize medication therapy and adherence among our patients.

4. Interdisciplinary Collaboration:

- Engage with the clinic's healthcare team, including physicians, nurses, and other staff members, to provide integrated patient care.
- Participate in regular team meetings and contribute insights to improve patient care services.

5. Learning and Development:

- Participate in ongoing training and professional development opportunities to enhance your knowledge of pharmaceutical practice and patient care.
- Keep abreast of current pharmaceutical trends, regulations, and best practices.

Requirements:

- Strong commitment to community service and healthcare access for underserved populations.
- Detail-oriented, organized, and able to work in a fast-paced environment.
- Enrolled in a college or university program, preferably in related field such as healthcare, pharmacy, or public health.
- High school diploma or equivalent is a minimum requirement.
- Bilingual English/Spanish preferred, but not required.
- Willingness to learn and adapt to the unique challenges of a free clinic setting.
- A desire to make a positive impact on the lives of our patients.

This internship at The Open Door Clinic offers a valuable opportunity to gain hands-on experience in pharmaceutical practice, work within a collaborative healthcare team, and make a meaningful contribution to the health and well-being of our community. **We believe in recognizing and nurturing talent, and outstanding interns who consistently demonstrate dedication, initiative, and excellence may be considered for future employment opportunities within our organization. Furthermore, for interns who successfully complete 120 hours each semester, we are committed to providing letters of recommendation to support your career aspirations.** If you are enthusiastic about helping others and advancing your career in healthcare, we invite you to apply and be a part of our mission to provide quality care to those who need it most. Join us in opening the door to a healthier future for all and invest in your own professional growth.

Work Schedule:

Minimum of 10 hours a week between Monday-Thursday 9am-6pm.

