

PHARMACY/DISPENSARY COORDINATOR

Job Description

Job Summary

The Pharmacy Coordinator is responsible for all functions in the dispensary while ensuring an efficient and effective process that provides the highest quality of pharmaceutical care to patients. This position reports to the Clinical Director.

The Pharmacy Coordinator works an average of 20 hours per week and is responsible for dispensing medication in accordance with policies outlined in GSC policy manual as well as “free” clinics in Alabama. Pharmacy Coordinator provides training, supervision, scheduling, and monitors volunteers assigned to pharmacy.

Pharmacy Coordinator Duties:

- Provides direct dispensary services to patients including dispensing, counseling, and advising according to one’s level of practice.
- Communicates and interacts with staff, physicians and volunteers in all matters of services and drug therapy as appropriate.
- Maintains professional attitude with patients, volunteers and other personnel.
- Safeguards and retains confidentiality of patient information, using as only needed to perform legitimate duties. Safeguards passwords and other authorizations which allow access to information.
- Maintains inventory by inspecting pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs.
- Maintains a safe, clean and orderly dispensary by complying with Good Samaritan Clinic procedures, rules, and regulations.
- Protects patients, employees and volunteers by adhering to policies and protocols for infection-control, safety, quality assurance and environmental conditions.
- Maintains records by recording and filing physicians' orders and prescriptions.
- Monitors and assists with the utilization and quality improvement surrounding the use of automated technology.
- Prepares reports as needed by administrative staff.
- Works closely with Patient Assistance Program Coordinator to insure appropriate ordering and dispensing of medications received from pharmaceutical companies.
- Demonstrates consistent behavior that meets or exceeds community standards.
- Other duties as assigned.

Qualifications and Experience

Current Alabama license is required, along with 5 years of work experience.