
UVA Medical Center Job Description

JOB TITLE: Pharmacy Intern I

JOB CODE: 96293

REPORTS TO: Mgr, Pharmacy

EFFECTIVE DATE: December 17, 2013

MODIFIED DATE: May 20, 2014

EXPECTATION FOR ALL EMPLOYEES:

To provide excellence and innovation in the care of patients, the training of health professionals and the creation and sharing of health knowledge. This institution exists to serve others, and does so through the expression of our core values:

Respect	To recognize the dignity of every person
Integrity	To be honest, fair and trustworthy
Stewardship	To manage resources responsibly
Excellence	To work at the highest level of performance, with a commitment to continuous improvement

POSITION SUMMARY:

Under the supervision of a pharmacist, the pharmacy intern learns the basic operational and clinical skills required to be a pharmacist. The pharmacy intern performs pharmacy-related functions in order to ensure the safe and effective use of medications within UVA Medical Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrates knowledge of pharmacy distributive services
 - a. Prepares medications accurately for dispensing
 - i. Sterile and non-sterile products
 1. Compounds
 2. Total parenteral nutrition solutions
 3. Large-volume intravenous mixtures
 4. Investigational drugs
 - ii. Appropriate documentation is completed as necessary
 - b. Bulk medications are packaged accurately and appropriate documentation is completed
 - c. Restock and deliver drugs/supplies to patient care areas or clinics as appropriate
 - d. Demonstrate understanding of the process to access medications through the various technological systems
 - e. Participate in opportunities to improve the quality, effectiveness, and/or efficiency in distributing medications to our customers and patients
 - f. Demonstrates quality and safety in the distribution process
 - g. Actively collaborates and demonstrates teamwork with Pharmacy teams to ensure drug distribution is communicated and delivered safely and effectively
2. Maintains compliance with departmental policies and procedures
 - a. Support the Mission, Vision and Values of the Department of Pharmacy
 - b. Demonstrate compliance with appropriate UVA Medical Center policies
 - c. Demonstrate compliance with regulatory requirements (State Board of Pharmacy, Joint Commission, CMS, etc.)

3. Engages in professional self-development
 - a. Submit pharmacy intern license renewal to State Board of Pharmacy as necessary
 - b. Participate in technician training as appropriate

ORGANIZATIONAL DUTIES:

1. Communicates appropriately using good interpersonal skills.
 - a. Positive, professional demeanor is projected through verbal and non-verbal communications.
 - b. Information for patients and staff is delivered in a manner that is supportive, timely and understandable.
 - c. Interpersonal conflicts are resolved using appropriate methods and organizational resources, including but not limited to Employee Relations Services and Faculty Employee Assistance Program.
 - d. Diverse perspectives are acknowledged; language and behaviors are modeled that build inclusiveness in the work environment.
 - e. Ideas and suggestions are clearly communicated.
 - f. Clarification of communication is requested when appropriate.
2. Serves, manages and supports internal and external customers.
 - a. Privacy is maintained at all times for patient and employee information.
 - b. Actions are initiated to meet or exceed customer/co-workers expectations in delivering service by implementing the I Make the Difference philosophy (Ownership begins with me; Greet customers by making eye contact and smiling; Provide positive, professional and prompt responses, e.g. helping visitors find their way; Close every interaction with – Is there anything else I can do for you?).
 - c. Appropriate resources throughout the Organization are used consistently to meet customer needs.
 - d. Relationships with staff in other work areas are fostered to meet internal and external customer needs.
 - e. Positive working relationships with peers, management and customers are maintained at all times.
 - f. Organizational Mission and Values of Respect, Integrity, Stewardship and Excellence are evident in behaviors.
3. Participates in performance improvement activities.
 - a. Participation in Performance Improvement activities and initiatives is on-going.
 - b. Initiative is demonstrated to proactively diagnose and resolve problems.
 - c. Change is met with positive, supportive behavior.
4. Participates as a team member and is accountable for own work responsibilities.
 - a. Time off is scheduled to avoid disrupting workflow when possible.
 - b. Help is offered to others to solve problems and complete tasks to facilitate communication and positive team dynamics.
 - c. Productive work habits are consistently displayed.
 - d. Accountability for actions and decisions is demonstrated in daily work.
 - e. Feedback is solicited and accepted in a positive manner.
 - f. Constructive input is offered to support the work unit.

MINIMUM REQUIREMENTS:

- Education: Actively enrolled in a School of Pharmacy
- Experience: No experience required; hospital experience preferred
- License/Certification: Commonwealth of Virginia State Board of Pharmacy Pharmacist Intern License required

Job requires standing for prolonged periods and frequently walking. Proficient communicative, auditory and visual skills; Attention to detail and ability to write legibly; Ability to lift/push/pull < 20lbs. May be exposed to chemicals, blood/body fluids and infectious disease.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.