

Position: Pharmacist

Location: Mint Health + Drugs: Church Street

Job Posting Date: Feb 2021

Renowned for forward thinking pharmacy practices, patient care, community involvement, and innovative programs, the organization is poised for great growth. It is the perfect time to join an award winning team and be part of the Mint family!

Job description:

The Pharmacy Student assists the pharmacist in ensuring the dispensary area is functional, clean, and operational to ensure the highest quality customer service to patients and clients.

The Pharmacy Student will help the pharmacist prepare drug orders, complete clinical consults, assist with OTC queries.

There is a lot of standing and interaction with the public in this role.

***** Saturdays & Sundays 9:00am-2:00pm *****

***** Weekdays Flexible *****

Reports to: Pharmacist

Responsibilities:

Medication Management and Assistance Dispensing

- Accept a new written prescription or a request for a prescription refill from the patient or patient's agent.
- Create and maintain a computerized patient record.
- Gather and document information required to provide pharmacy-related services.
- Assist the pharmacist in identifying the patient's health needs and expectations.
- Enter the prescription order into the dispensing system to generate a label and (if necessary) a receipt.
- Retrieve, count, pour, weigh, measure, mix, reconstitute, compound medications.
- Select an appropriate prescription container.
- Affix prescription labels and appropriate auxiliary labels to prescription containers.
- Perform a final check of new or refill prescription to ensure that each step in the
- Document activities completed in the dispensing process to create a clear audit trail.
- Create a written transaction record for each drug dispensed.
- File filled prescriptions for pickup under appropriate storage conditions.
- Verify that each patient receives the correct prescription.

- Ensure that each patient has been assessed by the pharmacist, and any prescriptions or sale of Schedule 2 products has been assessed.
- Repackage and label medications.
- Ensure packaging/dispensing/compounding equipment and facilities are kept both functional and clean.
- Refer to the pharmacist where appropriate.
- Prepare narcotic reports.
- Prepare third party reports and bill accordingly.
- Accept new prescriptions and gather the required customer information.
- Submit claims to third party insurers, prepare labels and receipts.
- Prepare all prescriptions including selecting the product form inventory, obtaining the correct amount of product, selecting an appropriate container and labelling the product.
- File all prescriptions. Look up previous prescriptions when needed.

Customer Service and Service Excellence

- Greet patients at the dispensary counter and address and assist all customers near the dispensary.
- Communicate clearly with patients, peers, management, and other health care professionals through a variety of media using effective and appropriate communication skills.
- Advise the pharmacist of all vital information/alerts encountered during the prescription filling process.
- Refer any questions requiring the clinical knowledge, skills and judgment of a pharmacist to the pharmacist.
- Answer telephones to screen calls for the pharmacist and respond to requests where appropriate.
- Maintain confidentiality of patient information.
- Act as a witness when a pharmacist destroys narcotic or controlled drugs based on authorization from Health Canada.
- Provide patients with filled prescriptions when they arrive for pick up.
- Accept requests for refills in person and via telephone
- Maintain the cleanliness of the pharmacy counter, shelves and dispensing equipment.
- Refer all health, prescription and OTC drug questions and any other questions to which an answer is not known, to the pharmacist.
- Accept requests for refills in person or via telephone.
- Maintain the cleanliness of the pharmacy counter, shelves and dispensing equipment.

Inventory Management

- Monitor stock and supply levels to ensure sufficient quantities for optimal operation.
- Receive and verify stock and supplies purchased and follow up with discrepancies.
- Restock dispensary shelves ensuring stock is rotated as per expiry dates.

- Routinely monitor expiry dates of medications and segregate expired products for disposal, destruction, or return.
- Issue supplies from the storeroom.
- Prepackage medications (including unit dose packaging).
- Ensure that the dispensary is always stocked with adequate supplies including prescription containers, bags, and other supplies.

Required Education, Skills and Qualifications

Education and Experience:

- 2nd year + student
- Ideally suited for a student doing e-classes and able to commit the required hours for this position

Qualifications and Skills:

- Preferences given to candidates with Kroll experience
- Desire to work with inner-city populations (addictions/ mental health) and or/ experience is an asset
- Excellent organizational and time management skills
- Communicates effectively at all levels
- Very strong attention to detail