

# Volunteer Position Description

<b>Position Title:</b>	Pharmacy – Inpatient Volunteer
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Assist with inventory control, label incoming stock, assist with pyxis fill, and assist with applying auxiliary labels on specific medications, assist with restocking crash carts and assist with delivering crash carts to nursing units.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Ability to work around prescription medications</li><li>• Must be able to stand for long periods and walk a great deal</li><li>• Must be able to lift and carry 25 lbs</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Place labels on incoming stock</li><li>• Place stock on shelves in the appropriate location alphabetically</li><li>• Reconcile stock received against invoice</li><li>• Maintain appearance of stock location</li><li>• Assist with labeling of batch prepared medications</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Accurately labels medications received</li><li>• Places proper auxiliary label of vials received</li><li>• Maintains a positive and professional attitude</li><li>• Maintains patient confidentiality</li><li>• Maintains regular weekly schedule</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Minimum one shift per week (3 to 4 hours)</li><li>• Time of shift may vary</li><li>• Monday through Friday from 07:00 to 17:00</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Approved volunteer uniform with solid color dress or casual pants only</li><li>• No “t-shirts”, or shirts emblazoned with slogans or sayings</li><li>• Type of shoe (flat, closed-toe shoe or clean gym shoes, no sandal or crocs</li><li>• Pharmacy navy blue scrubs are acceptable</li><li>• Special request: please outline</li></ul>	