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**Coastal Medical Position Description**

**Company:** Coastal Medical

**Title:** Pharmacy Intern

**Reports To:** Clinical Pharmacy Manager

**Supervises:** None. Required to work collaboratively with others.

**Job Summary:** Supports the Pharmacy team in quality-related projects including but not limited to comprehensive medication reviews (CMRs), clinical chart reviews, remote patient monitoring, anticoagulation management, and drug information services. The pharmacy intern should be flexible and able to adapt to the changing departmental and organizational priorities.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Completes comprehensive medication reviews and documentation in collaboration with clinical pharmacist and in accordance with Coastal Medical standards.
* Conducts retrospective review of targeted patient charts as to ensure appropriate use of medications
* Conducts prospective review of patient charts to identify and close medication-related gaps in care.
* Reviews patient-reported remote monitoring values and works with clinical pharmacists in optimizing care.
* Reviews INR values and works with clinical pharmacists in determining plan of care for warfarin management. This may include dose adjustments, intervals for repeat INR values, and reminder calls to have INR completed.
* Collaborates with clinical pharmacist in answering medication-related questions from Coastal Medical providers and care team members.
* Assesses patients to determine basic needs as indicated through patient interview or chart review and refer patients with complex needs to appropriate care team member for intervention.
* Performs outreach to patients (by phone, portal, or video conferencing) and documents all outreach and interventions in the electronic medical record (EMR).
* Encourages patient self-management under the direction of the clinical staff and keeping up to date with labs, PCP and specialist visits, and their care plan.
* Provides resources and disease management education to patients.
* Performs other job-related duties as assigned.

**Education and Experience**

* High School Diploma or equivalent
* Enrolled in an accredited college of pharmacy in good academic standing
* Pharmacy intern license in state of Rhode Island
* Maintenance of State Board pharmacy intern license in good standing required

**Knowledge, Skills and Abilities**

* Excellent interpersonal skills and ability to work with and through others to achieve results
* Proficiency in general medication knowledge including brand/generic names, medication classifications, mechanisms of action, adverse effects, administration, and counseling points
* Ability to provide services telephonically and through telemedicine
* Ability to identify medication priorities and emergencies
* Ability to participate in ongoing quality assurance and improvement processes
* Ability to communicate compassion while maintaining equanimity
* Ability to work collaboratively with a wide range of internal and external stakeholders
* Ability to work both on a team and independently, with the ability to self-direct
* Working knowledge of medical terminology and understanding of medical insurances and benefits
* Superior organization and prioritization skills
* Advanced proficiency with computer programs and other technology (i.e., Medical Record, Microsoft Word, Excel and Access, and Web-based applications)
* Possess strong work ethic and dedication to the well-being of patients and families

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Excellent hand/eye coordination
* Lift up to 15 pounds
* Manual dexterity to operate personal computers and standard office machines and equipment as it pertains to one’s position
* Travel may be required for offsite meetings and trainings

**Visual Acuity, Hearing and Speaking**

* To transfer information from paper to computer, from computer to computer, and to communicate in person and on the telephone

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*September 2021*