

High School Co-operative Education Placement Description

Department/Program:	Outpatient Pharmacy (Retail)	Location	Charlton
Manager	Stephanie Gilbreath	Placement Supervisor	Stephanie Gilbreath
Hours for Fall/Winter placement	AM and/or PM	Dress code	Professional Image Standard
Department/Program Description			
<p>The Outpatient (or Retail) Pharmacy is located in the Main Lobby at the Charlton Campus.</p> <p>A small, friendly team of staff – the pharmacy manager, pharmacists and pharmacy technicians - work closely together to provide prescriptions, non-prescription medications, professional advice and other services such as vaccinations to patients, staff and the general public. The pharmacy staff specializes in care for kidney dialysis and transplant patients, complex discharge regimens, injectable and compounded medications.</p> <p>This co-op placement would be ideal for a motivated student, with good interpersonal skills, considering a career as a pharmacist or pharmacy technician.</p>			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - <i>Customer service:</i> assist customers with purchases at the cash, answer general customer questions, refer queries to technicians or pharmacists as appropriate, and help customers locate items in the store - <i>Inventory control:</i> assist staff with stocking and returning medications, supplies and front shop items - <i>Store appearance:</i> assist with merchandising front shop and creating front window displays - Observe and learn about typical duties of pharmacists and pharmacy technicians, learn about common medications and disease states 		<ul style="list-style-type: none"> - Experience working in a fast-paced retail (outpatient) pharmacy - Observe staff in varying roles: pharmacists, pharmacy technicians - Experiential learning: perform many tasks in the pharmacy with supervision - Learn about customer service and inventory control - Learn about medications and how they work - Work as part of a team, taking responsibility for a defined role - Complete an independent culminating project, as assigned by co-op teacher 	
Desired Skills		Working Conditions	
<ul style="list-style-type: none"> - Ability to maintain composure in a busy/stressful environment - Excellent attention to detail and observational skills - Good hearing and visual acuity - Maturity to recognize need for sensitivity to the patients' privacy and to provide support for patients, families and visitors - Ability to follow directions and the health and safety rules and regulations - Should be punctual with the work shifts - Maintains professional /mature behaviors - Can work in a team - Knowledge of any other language apart from English will be an additional benefit 		<ul style="list-style-type: none"> - Extended standing and walking - Public facing retail pharmacy environment 	
Approved By:		Date:	