



JOB DESCRIPTION PRESCRIPTION REFILL NURSE

REPORTS TO: Director of Informatics

EDUCATION & EXPERIENCE: Diploma from an Accredited Program of Nursing, LVN current state license, current CPR certification.

SKILLS: Teaching and communication skills, English/Spanish fluency preferred, computer and phone skills. Good spelling skills, solid background in medical terminology and medication names and uses

PRIMARY DUTIES:

- refill prescriptions per WFM refill standing orders.
- enter/transcribe faxed refill request information into computer, refill, or route to appropriate clinician.

OTHER DUTIES:

- assist in the training of nurses in the refill process.
- other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- indoor setting
- shift length - 8 hours
- frequent use of computer
- frequent telephone usage
- continuous conversational communication
- extensive sitting and walking
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- ability to teach patients/families regarding medication use

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date