

University Health Services Student PHARMACY Volunteer Program Information



2019 - 2020

PLEASE READ CAREFULLY

The University Health Services (UHS) Pharmacy Volunteer Program provides students with the opportunity to explore the pharmacy profession in a clinic pharmacy setting serving UC Berkeley students and associated staff. Student volunteers are utilized in a clerical capacity for **four hour shifts each week** during the school year, excluding breaks between semesters.

IMPORTANT: Prior to beginning, all UHS Pharmacy volunteers must obtain health clearance and a background check with UCPD. Please see the following pages for more information.

Important Dates	
Friday, August 29th, 11:59PM	Web based application due. Please use the link provided below which includes your resume, and personal statement. https://goo.gl/forms/WC03X843WsPasscD2
September 3rd – September 5th	Interviews if needed
September 9th, 11:59PM	Selection Notifications via email
September 10th, 11:59PM	Email Acceptance/Confirmation from selected volunteers due
TBA, beginning September 11th	Training and Background Checks
Week of September 16th (or as soon as clearance is received)	Volunteering Begins (depending on Background Check processing)

How are applicants chosen?

- Students are selected based on their interests, goals, compatibility, and availability.
- Personal Statement including:
 - Objectives/goals in participating in volunteer program.
 - Projected career path and rationale for selecting this path.
 - Interest in pharmacy. Please describe a recent development in pharmacy or a current event relating to the field and how it affected your perception of pharmacy.
 - Short-term goals (1-2 years) and long-term goals (5-10 years)
- Interviews, time permitting – in person, or by phone.
- Returning volunteers have priority, but no guarantees.

What can selected volunteers expect?

- On-the-job experience working with pharmacy personnel and patients:

For more information on this program, contact UHS Pharmacy (510) 642-3249, or uhspharmacy@gmail.com



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- Pharmacy workflow/logistics.
- Roles of various pharmacy personnel (Clerk, Technician, Pharmacist, Volunteer).
- Pharmacy Benefit Management (limited to SHIP) and Drug Education.
- Customer service/patient care.
- To be proactive in advancing their knowledge of the field of pharmacy by interacting with pharmacists, technicians, and staff.
- To gain knowledge regarding opportunities in the field of pharmacy, pharmacy rules and regulations, issues surrounding the field, and the past, present, and future of pharmacy.
- Possible involvement in selection of future volunteers and organization of volunteer program.
- An opportunity to contribute to the UHS and the UCB community.
- Please note that letters of recommendation are not guaranteed at completion of the volunteer program, and will be granted on a case by case basis

What is expected of student volunteers?

- Enthusiasm, Commitment, and Dedication.
- Commitment to a 4 hour weekly shift every semester. Adherence to the attendance policies of the pharmacy program is required. Failure to follow these policies will result in the immediate forfeiture of the position. The coordinator must be informed of any absences in advance of the scheduled shift.
- To keep student/staff medical information confidential as set by the Statement of Confidentiality. Failure to do so could result in loss of position and prosecution within the court system. Confidentiality forms are signed and returned by the designated date. Copies are kept on file for five years.

Health Clearance

All UHS student volunteers are required to pass a health clearance before they may begin volunteering. As this process can often take 2-3 weeks, please review the requirements (below) and schedule any needed immunizations/titers ASAP. Failure to successfully satisfy these requirements by the deadline may result in your offer being rescinded.

Immunization requirements for student volunteers (note: “complete by” dates are incorrect, however, requirements remain the same):

https://docs.google.com/document/d/1poZld7bc1ABYL0J6S6bQsaX3E4EFRHZt7f5odH_JO-l/edit?usp=sharing

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