



## Job Description

### Position: Herbal Dispensary Manager

#### Summary

The Herbal Dispensary Manager ensures that the herbal dispensary operates efficiently. This includes ordering and stocking products so there are no outages while maintaining limited herbal stock. In addition, dispensary assistant positions must be filled each term based on current intern schedules. Student interns work in the dispensary to enhance their herbal education. The herbal dispensary fills orders for interns and supervisors who are not be able to provide herbs to their patients. The manager reports to the Clinic Dean.

#### Responsibilities

- Review herbal prescriptions for accuracy and completeness, evaluate orders to verify dosage and quantity to be dispensed, and check for the availability of raw herb ingredients or patent pills.
- Collaborate with supervisor to discuss common interactions or potential incompatibility issues with herbal prescriptions.
- Identify allergens in herbal prescriptions and verify with supervisor if patient has any known allergies.
- Accurately compound herbal prescriptions and assure that the finished herbal prescriptions meet the applicable specifications.
- Ensure patients' safety by adhering to infection control protocols.
- Dispense herbal prescriptions by packaging and labeling finished product correctly and ensure that all safety measures were followed when filling prescriptions.
- Evaluate completed orders to ensure the integrity of the final product.
- Maintain records including documentation on prescribing supervisor's recommendations, compounding & dispensing record.
- Document any serious adverse events related to consumption of the herbal prescription.
- Ensure that all raw herbs and patent prescriptions are correctly stored and labeled.
- Organize the herbal dispensary in an efficient manner to make the identification of raw herbs and patent pills clear and accessible.
- Maintain adequate inventory and purchase raw herbs, patent pills and supplies.
- Routinely inspect, calibrate, operate, and document the maintenance of compounding instruments and packaging equipment.
- Clean and disinfect herbal dispensary equipment, instruments, and work areas.
- Regularly interact with supervisors and interns in order to identify and resolve problems.
- Provide recommendations to interns when choosing a patent herbal prescription that best suits their patient's diagnosis.



- Serve as a teaching aide in the course CP305 Herbal Dispensary and train, orient, and give instructions to CP305 students when performing herbal compounding tasks.
- Offer information to assist patients in understanding how to properly take their prescribed herbal prescriptions.
- Provide instructions to patients regarding dosage regimen and method of preparation for raw herbal formulas.
- Deliver quality customer service to patients, respond to inquiries, questions, or requests, and refer them to the clinic supervisor for more information.
- Maintain patient's confidentiality and adhere to HIPAA regulations.

### **Qualifications**

- Master's degree in Oriental Medicine is required.
- Some management experience is preferred.
- Excellent documentation, communication and IT skills.

Please submit cover letter, resume and at least three references to:

Human Resources Office

Tel: (702) 463-2122

Email: [hr@wongu.edu](mailto:hr@wongu.edu)