

Job Title:

Health Care Providers (HCPs) including Pharmacist, Nurse Practitioner, Physician Assistant and Physician

Job Overview:

HCPs are responsible for ensuring each patient has an outstanding experience during his/her visit to Organic Remedies. HCPs are responsible for consulting with patients and collaboratively developing a treatment plan aligned with the patient's medical conditions and the physician's certification.

Additionally, HCPs are responsible for ensuring compliance with all Department of Health Medical Marijuana regulations and the patient care protocols developed by Organic Remedies.

By providing a superior level of service, HCPs set the example and ensure patients are greeted with a smile and provided an exceptional level of care. HCPs must be empathetic and understanding of patient's condition. In addition, HCPs will answer phones, utilize multiple software platforms to collect patient data, receive orders and process sales.

Reports To:

The HCP reports to two management level positions which include the President and the COO. Performance reviews will be written and administered by the COO in collaboration with the President.

Essential Responsibilities and Duties:

- Ensure compliance with the rules and regulations governing medical marijuana in the State of Pennsylvania
- Review and ensure compliance with each patient's physician certification prior to every dispensing of medical marijuana
- Utilize the MJ Freeway PA State inventory seed to sale and patient tracking system to process all sales
- Perform patient consultations to understand past medical histories, current prescription, and OTC medication use, and create a patient profile within our proprietary systems, EMR.
- Collaborate with other healthcare providers involved in patient care to select optimal therapy for each patient
- Explain all available dose delivery options to patients
- Understand the differences in marijuana strains available for treatment and their effects, side effects, and potential drug-drug interactions.
- Track patient outcomes via an electronic medical record system and record reductions in pain medications, including opioids.
- Titrate doses of CBD (Cannabidiol) and/or THC for appropriate patient outcomes, symptom relief, and avoid potential drug interactions.
- Organize patient and healthcare practitioner education sessions and materials, including presentations as well as handouts.
- Understand the rules and regulations around marketing for medical marijuana dispensaries in Pennsylvania.
- Provide patients with an outstanding experience during their visit
- Assist patients in choosing products from the menu based on medical needs and personal preferences
- Retrieve requested products from vault and enter into MJ Freeway seed to sale tracking system
- Accept payment for products from patients and complete sale in MJ Freeway seed to sale tracking system.
- Provide guidance and refer patients to Research Assistants to determine study eligibility.

- Label all products with MJ Freeway generated product labels
- Print out receipt for purchase and give to patient along with patient safety insert
- Assist with receipt of inventory orders from grower processors
- Responsible for end of day inventory counts and reconciliation
- Assist with end of day cash balancing and financial reporting
- Follow all Pennsylvania Department of Health Medical Marijuana regulations
- Support dispensary management in all aspects of the business including but not limited to; hiring, employee development, inventory control, sales and monetary controls, and delivering an exceptional customer experience.
- Other duties / responsibilities as assigned by management

Qualifications: _

Qualification Requirements:

- To perform this job successfully, the employee must be able to perform each essential responsibility and duty satisfactorily.
- Minimum age of 23 years old
- Ability to pass a drug test
- Ability to pass a state and federal criminal background check

Education/ Experience:

- Graduate of an accredited School of Pharmacy, School of Medicine or similar depending on HCP status.
- Hold a license as a registered HCP in the state of Pennsylvania
- Complete the state required 4 hour continuing education program required for healthcare professionals

Language Skills:

- Ability to read and interpret documents such as standard operating procedures, employee handbook and other company documents.
- Ability to read, write and speak English fluently
- Ability to alphabetize documents

Math Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out and deliver instruction furnished in written, oral or diagram form.

Other Skills, Abilities and/or Training:

- Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated
- Ability to preserve confidentiality of information
- Ability and willingness to move with purpose and a strong sense of urgency
- Ability to work weekends on a regular basis
- Ability to work extended days on an occasional basis
- Ability to work day or evening hours

- Accuracy and attention to detail
- Ability to organize and prioritize a variety of tasks/ projects
- Familiarity with industry/ technical terms and processes
- Ability to work within strict time frames and resolute deadlines
- Proficiency with the Microsoft Office Suite

Physical Demands:

- The physical demands described below are representative of those that must be met to successfully perform the essential responsibilities and duties of this job.
- Regularly required to do the following activities
 - o Stand dynamically for long periods without a break
 - o Perform continuous operation of a personal computer for four hours or longer
 - o Use hands to finger, handle, and/or feel; the ability to type, pick, pinch with fingers, seize, hold, grasp or turn with hands and perceive attributes of objects and materials such as size, shape, temperature, or texture, by touching with fingertips
 - o Maintain balance while walking, standing or crouching
 - o Twist upper torso
 - o Reach up and out with hands and arms
 - o Lift up to ten to twenty pounds and carry a distance of one hundred feet